

BRIEFING SHEET

DATE: 01/02/2014

Weapons or Weapons Grade Material recovered

Materials Made Of	Location Found	Time/Date
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Cell Phones/Contraband Recovered

Type of Phone/Contraband	Location Found	Time/Date
Spice		12/30/2014 18:18 C/O Parnell
Spice		12/29/2014 20:14 C/O Sixkiller
Heroin		12/30/2014 12:00 C/O Guzman
9 paper bindles- Spice		12/30/2014 15:34 C/O Sixkiller
Spice		12/29/2014 14:43 C/O Guzman
Presumably Spice	9 inmates, negative reaction to unidentified substance	12/29/2014 14:40

Staff Assault

Staff Assaulted	Aggressor
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I/M Assaults

Aggressor	Victim
Fight 12/26/2014 15:15	

DAILY INFORMATION

It is imperative when staff take property from an inmate and contraband it that they:

- Utilize the correct form (909-6(e) dated 5/30/13)
- Fill the form out correctly and completely
- Have the inmate sign the form (necessary for the required 90 day time period)

PREA INFORMATION

In order to comply with PREA standard 115.15 (Limits to Cross-Gender Viewing and Searches), We are now required to make the following announcement in the inmate living areas, at the beginning of every shift:

"Be advised that there will be female staff routinely working in and visiting inmate housing areas"

This announcement can be made utilizing a PA system or verbally when a PA system is not available.

SECURITY DEVICES

- ✓ Staff must ensure that any open security device discrepancies that have not been repaired are carried over every shift until the repair is made. The entry must include the IR number, the work request # and a brief description of the broken security device. Additionally, you must ensure that the repair hasn't actually been made, as we have already had GAR findings for staff logging discrepancies that had been repaired.
- ✓ Before you automatically carry a work order/discrepancy over on your CSL, check to see if it works, has been repaired or is still in open status. If in doubt, contact your Shift Commander.
- ✚ The above issue was elevated to an audit finding. Carrying over unrepaired Security Devices was not consistent shift to shift.
- ✚ A GAR was issued on 11/24/2014 for unrepaired Security Devices not being carried over consistently shift to shift. CSL's will be reviewed and individual staff will be counseled.

MEDICAL

If you are assigned to Medical your CSL must contain the following:

- CSL must show beginning and ending time for sharps counts. Sharps counts require that an officer sign/initial off the daily inventory.

- CSL must list all inmates by name and # who are housed in medical
- CSL must show that a tool inventory was conducted. This was an audit and GAR finding.

2. If you are assigned to a MH watch your CSL and Observation Log must mirror each other. Your entries must be at staggered intervals, not every 10 minutes. Insure your observations are immediately made on the Observation Log. You cannot "catch it up" at a later time. This was a GAR finding by COIII Schaulin and Captain Kraatz on 12/23/14.
3. Medical staff are to conduct accu-checks in the back of medical adjacent to the lab, NOT at the table by the pharmacy.
4. The doors from the medical lobby are not to be locked open, propped open or left unsecure for any reason. The RN's and LPN's all have keys on their key rings to access these doors. They too are responsible for securing all doors after they access them. This includes the pharmacy door.

USE OF FORCE

All U of F packets must have a statement from each staff member that responded and/or is listed on the U of F form

Post Orders

- When arriving on post, make sure there are current, signed post orders on that post. A recent review of all control rooms and floor offices revealed that none had a copy of the General Post Order or the post specific post order. However, all CSL's prior to that time stated "POST ORDERS ON POST". All Post Order books were updated to include, general, post specific and unit specific post orders.
- Review them and insure you understand and can perform the requirements of that post. If you do not understand or feel you cannot perform them you must notify the Shift Commander.
- Post Order books contain signature sheets which are to be signed each time you work that post. They are to be turned in with your paperwork on the last day of the month.
- If post orders are not in the post order books on each post, advise your shift commander and log it in your CSL. Control Room officers should ask floor officers to check the floor office and advise if Floor Officer Post Orders are present and complete.

Security

The Gates to SET A are not to be left open. This is a poor security practice and negates our ability to maintain safety through controlled movement

- ALL Hualapai buildings are on 30 minute fire watch until further notice. CSL's (all) need to reflect the following entry every 30 minutes "fire/safety and sanitation check conducted". This language is taken directly from Post Orders. Effective Immediately: ensure that when a staff member is conducting the half hour fire watch rounds they are logged in the correctional service journal as "all clear". This is to be logged each half hour as per the statewide general post order dated 5-15-13 12.1.1 The Correctional Officer may perform a Fire Watch in addition to other duties, but shall document each half hour, a finding of 'all Clear' in the affected area's Correctional service Journal".

Each of you must ensure that we are following up within the housing units to ensure they are correctly logging them during the shift.

- When staff finds and removes any kind of weapons grade material it must be documented on an information report. Example: a bulletin board in the horseshoe had broken pieces of plexi-glass removed but....no IR was written so it was assumed that inmates had the pieces. This resulted in unnecessary searches and concern by all.
- When conducting pat searches in the housing units, do not cuff the inmate as "standard operating procedure".
- Staff must enforce the no smoking policy in the dorms. Inmates are not even bothering to hide their ashes or cigarette butts that are left by the porter closets in the double bunk areas. This deficiency was noted by ADOC on their tour of 12/18/14. Nonsmoking inmates are increasingly filing grievances and lawsuits regarding second hand smoke.
- Per policy, inmates are not allowed to bring any food or drink items into the chow halls or remove any food or drink items. Staff assigned in and around the chow halls are to enforce this on every shift, every day, every meal. This was a GAR finding on 12/22/14 by Captain Kraatz.
- Per Post Orders, inmates are not allowed to wear sunglasses or hats into the chow halls. Begin enforcement of this immediately. This was a GAR finding on 12/23/14 by Captain Kraatz.

Searches

1. When a search is conducted without the inmate present, the staff shall document in the Correctional Service Log, and in the unit search log, the explanation of the inmate's absence.

2. When a bed move is made, search both bunks (exiting & entering) and note it in the Correctional Service Log.
3. All searches are required by policy to be logged in the UNIT SEARCH LOG. All searches conducted in the HU's are required by policy to be logged in the CSI with any appropriate information (positive finds, inmate not present) and in the Unit Search Log. This is very important; please take time to do it correctly.
4. Random strip searches of inmates must be authorized by the shift commander. Call them prior to conducting a random strip search.
5. Male staff are required to conduct two random pat searches of inmates per shift. This does not include the pat searches conducted at Set B during chow. All pat searches on the yard are called in to Yard Control and logged in the YCCSL. All pat searches conducted in the HU's are called in to the HU Control Officer and logged in the HU CSL.
6. All Dayshift and Swing Shift Floor Officer are required to complete two random bed space searches each shift. Graveyard Officers are required to complete common area and vacant bed searches each shift. Bed spaces should be assigned by the Shift Commander at the beginning of the shift. These searches must be placed on the CSI, on a shakedown form and in the Unit Search Log.
7. Five syringes were stolen from medical during the 0700 accuchecks. The unit was locked down and searches conducted. By 1530 four of the five missing syringes were recovered. Location and procedures for accuchecks will be revised to insure better security and accountability of sharps.
8. Strip searches must be conducted as outlined in policy. During a recent tour by ADOC they noted that strip searches are not being done correctly.
9. Inmates leaving the chow halls are to be randomly pat searched. Staff assigned to this duty are to rove between the North and East chow halls, conducting pat searches on both sides. Do not allow inmates to exit the East chow hall and go through the lower gate to the yard without being pat searched. This was a GAR finding by Captain Kraatz on 12/23/14.

704 Compliance

1. Staff members are responsible for knowing 704 compliance requirements, enforcing all of the standards on a continuous basis and holding inmates accountable for failure to maintain those standards. If you are unsure of requirements, ask your supervisor to print you a copy of the policy so you can reference it. As always, be cautious of surroundings and inmate attitude as you conduct and enforce compliance.
2. 704 compliance also encompasses grooming in the HU's, the Horseshoe, the recreation fields, the classrooms and at work. It is everyone's responsibility to expect grooming standards to be maintained and to enforce this expectation through communication to the inmate and consistency in enforcement.
 - ✦ Poor 704 compliance resulted in several audit findings: shaped beards, sagging pants, inmates not wearing ID's out of the housing units and on the recreation fields, beds unmade, completed hobby craft displayed, clotheslines and pictures on walls and underneath the double bunk.
 - ✦ 12/18/14 ADOC noted during their tour that inmates are not wearing ID's, many are unshaven including inmates in CDU and medical and inmates are wearing rosaries outside their clothing.

RECOGNIZING EXCELLENCE

Just a friendly reminder...All nominations for Employee of the Month need to be turned in to by December 23, 2014.

BIONIC = Functions as a role model for inmates through professional speech; mature, fair, firm and consistent actions; knowledgeable about policy and procedure which enables one to answer questions honestly and completely; well groomed when arriving for work; view their duties here as an opportunity to make a positive difference; believes that offering quality programming, providing positive role modeling and interacting responsibly and professionally with inmates assists them in preparing for re-entry.

Thank you for stepping up and taking care of business during the recent episodes involving "spice". There were a total of 9 inmates to date who had to receive medical attention, were aggressive, combative and hallucinatory. Staff were outstanding in their response to these incidents, in conducting searches, in completing paperwork and in working additional overtime to get everything accomplished.

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Type of Phone/Contraband	Location Found	Time/Date
Heroin		01/08/2015 C/O Buckley
Spice		01/05/2015 19:25 C/O Henry
Negative reaction to substance		01/04/2015 23:55
Spice kitchen strip search		01/04/2015 19:10 C/O's Butcher & Johnson

Staff Assault

Staff Assaulted	Aggressor
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I/M Assaults

Aggressor	Victim
Unknown	
Fight 01/04/2015 20:34	

DAILY INFORMATION

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Security

- The Gates to SET A are not to be left open. This is a poor security practice and negates our ability to maintain safety through controlled movement
- ALL Hualapai buildings are on 30 minute fire watch until further notice. CSL's (all) need to reflect the following entry every 30 minutes "fire/safety and sanitation check conducted". This language is taken directly from Post Orders. Effective immediately: ensure that when a staff member is conducting the half hour fire watch rounds they are logged in the correctional service journal as "all clear". This is to be logged each half hour as per the statewide general post order dated 5-15-13 12.1.1 The Correctional Officer may perform a Fire Watch in addition to other duties, but shall document each half hour, a finding of 'all Clear' in the affected area's Correctional service Journal". Each of you must ensure that we are following up within the housing units to ensure they are correctly logging them during the shift.
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BRIEFING SHEET

DATE: 01/14/2015

Weapons or Weapons Grade Material recovered

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Cell Phones/Contraband Recovered

Type of Phone/Contraband	Location Found	Time/Date
Black Tar Heroin & Spice-visitation		01/11/2015 09:15 C/O Short
Methamphetamines	In front of Dorm 3	01/11/2015 16:32 C/O Van Dyne

Staff Assault

Staff Assaulted	Aggressor
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I/M Assaults

Aggressor	Victim
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DAILY INFORMATION

On 06/26/14, [REDACTED] assaulted CO Jaromsack (#924), by striking him in the right side of his face with a closed fist. This took place while [REDACTED] was failing to comply with orders to submit to restraints. [REDACTED] pulled CO Jaromsack off [REDACTED]. Other officers were able to restrain [REDACTED]. [REDACTED] attempted to incite a riot by yelling to other inmates "Set the yards off." [REDACTED] was being escorted to the medical unit and he yelled to a large group of inmates that had gathered along the south fence to "Set it off. Set this mother#@lker off." Additional officers were able to get the inmates to comply with orders to return to their housing areas. CO Jaromsack was taken to the Kingman Regional Medical Center for treatment and examination.

On January 7, 2015, [REDACTED] pled guilty to aggravated assault and was sentenced to 1.5 years consecutive to his current sentence. Charges against [REDACTED] are still pending.

We have noticed an increase in the presence of coyotes on the prison grounds, and that these animals do not appear to fear getting close to staff. This is concerning as these animals could pose a danger to staff, we are asking that staff not feed any animals on prison property. The following facts concerning coyotes were provided by the Arizona Game and Fish office: Humans increase the likelihood of conflicts with coyotes by deliberately or inadvertently feeding the animals, whether by handouts or by providing access to food sources such as garbage, pet food or livestock carcasses. Coyotes that are fed by people often lose their fear of humans and develop a territorial attitude that may lead to aggressive behavior. When people provide food, coyotes quickly lose their natural fear of humans and become increasingly aggressive. They also become dependent on the easy food source people provide. Once a coyote stops hunting on its own and loses its fear of people, it becomes dangerous and may attack without warning.

All MTC and MTC Medical employees at ASPC-Kingman are eligible to participate in the referral bonus program for:

1. Psychologists, Mental Health Clinicians and Mental Health Workers. Bonus payout up to \$1500.
2. Registered Nurses and LPNs. Bonus payout up to \$500.

Refer to posted information or contact Human Resources.

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RECOGNIZING EXCELLENCE

Outstanding observation C/O Short in Visitation. With C/O Morris' assistance, you prevented illicit contraband from reaching the yard this weekend!

Great job C/O Van Dyne for discovering and removing Methamphetamines in front of Dorm 3.

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DATE: 01/23/2015

Weapons or Weapons Grade Material recovered

Materials Made Of	Location Found	Time/Date
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Cell Phones/Contraband Recovered

Type of Phone/Contraband	Location Found	Time/Date
Heroin		1/17/2015 19:34 C/O Hawthorne
Heroin		1/15/2015 18:09 C/O Donnelly

Staff Assault

Staff Assaulted	Aggressor
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I/M Assaults

Aggressor	Victim
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DAILY INFORMATION

On 06/26/14 [REDACTED] assaulted CO Jaromscak (#924), by striking him in the right side of his face with a closed fist. This took place while [REDACTED] was falling to comply with orders to submit to restraints. [REDACTED] pulled CO Jaromscak off of [REDACTED]. Other officers were able to restrain [REDACTED]. [REDACTED] attempted to incite a riot by yelling to other inmates "Set the yards off." [REDACTED] was being escorted to the medical unit and he yelled to a large group of inmates that had gathered along the south fence to "Set it off. Set this mother\$#@!!! off." Additional officers were able to get the inmates to comply with orders to return to their housing areas. Officer Jaromscak was taken to the Kingman Regional Medical Center for treatment and examination.

This case was submitted for attempting to incite and assault of a correctional officer. Prior, on January 7, 2015, I/M [REDACTED] pled guilty and was sentenced to 1.5 years consecutive to his current sentence.

On January 20, 2015, [REDACTED] pled guilty to Aggravated Assault and was sentenced to 1.5 years, consecutive to his current sentence, with a term of community supervision of one day for every seven days of the sentence imposed, which is to be served consecutive to the actual term of imprisonment.

When conducting an inventory that includes appliances, staff are only annotating the item is used and not whether it is in working condition as stated in DO 909.04. Because we are unable to determine if the appliance was actually working prior to the inventory, we have no choice but to pay the inmate when a grievance is submitted. Whether the item is in working condition must be included when conducting property inventory.

Please note the memo posted on the bulletin board referring to company vehicle use policy.

We have noticed an increase in the presence of coyotes on the prison grounds, and that these animals do not appear to fear getting close to staff. This is concerning as these animals could pose a danger to staff, we are asking that staff not feed any animals on prison property. The following facts concerning coyotes were provided by the Arizona Game and Fish office: Humans increase the likelihood of conflicts with coyotes by deliberately or inadvertently feeding the animals, whether by handouts or by providing access to food sources such as garbage, pet food or livestock carcasses. Coyotes that are fed by people often lose their fear of humans and develop a territorial attitude that may lead to aggressive behavior. When people provide food, coyotes quickly lose their natural fear of humans and become increasingly aggressive. They also become dependent on the easy food source people provide. Once a coyote stops hunting on its own and loses its fear of people, it becomes dangerous and may attack without warning.

All MTC and MTC Medical employees at ASPC-Kingman are eligible to participate in the referral bonus program for:

1. Psychologists, Mental Health Clinicians and Mental Health Workers. Bonus payout up to \$1500.
2. Registered Nurses and LPNs. Bonus payout up to \$500.

Refer to posted information or contact Human Resources.

It is imperative when staff take property from an inmate and contraband it that they:

- Utilize the correct form (909-6(e) dated 5/30/13)
- Fill the form out correctly and completely
- Have the inmate sign the form (necessary for the required 90 day time period)

PREA INFORMATION

In order to comply with PREA standard 115.15 (Limits to Cross-Gender Viewing and Searches), We are now required to make the following announcement in the inmate living areas, at the beginning of every shift:

"Be advised that there will be female staff routinely working in and visiting inmate housing areas"

This announcement can be made utilizing a PA system or verbally when a PA system is not available.

SECURITY DEVICES

- ✓ Staff must ensure that any open security device discrepancies that have not been repaired are carried over every shift until the repair is made. The entry must include the IR number, the work request # and a brief description of the broken security device. Additionally, you must ensure that the repair hasn't actually been made, as we have already had GAR findings for staff logging discrepancies that had been repaired.
- ✓ Before you automatically carry a work order/discrepancy over on your CSL, check to see if it works, has been repaired or is still in open status. If in doubt, contact your Shift Commander.

MEDICAL

1. If you are assigned to Medical your CSL must contain the following:
 - CSL must show beginning and ending time for sharps counts. Sharps counts require that an officer sign/initial off the daily inventory.
 - CSL must list all inmates by name and # who are housed in medical
 - CSL must show that a tool inventory was conducted. This was an audit and GAR finding.
 - CSL must show that sharps container count was conducted. This was an audit finding
2. If you are assigned to a MH watch your CSL and Observation Log must mirror each other. Your entries must be at staggered intervals, not every 10 minutes. Insure your observations are immediately made on the Observation Log. You cannot "catch it up" at a later time. This was a GAR finding by COIII Schaulin and Captain Kraatz on 12/23/14. Medical staff are to conduct accu-checks in the back of medical adjacent to the lab, NOT at the table by the pharmacy.
4. The doors from the medical lobby are not to be locked open, propped open or left unsecured for any reason. The RN's and LPN's all have keys on their key rings to access these doors. They too are responsible for securing all doors after they access them. This includes the pharmacy door.

USE OF FORCE

All U of F packets must have a statement from each staff member that responded and/or is listed on the U of F form

POST ORDERS

- When arriving on post, make sure there are current, signed post orders on that post. Review them and insure you understand and can perform the requirements of that post. If you do not understand or feel you cannot perform them you must notify the Shift Commander.
- Post Order books contain signature sheets which are to be signed each time you work that post. They are to be turned in with your paperwork on the last day of the month.
If post orders are not in the post order books on each post, advise your shift commander and log it in your CSL. Control Room officers should ask floor officers to check the floor office and advise if Floor Officer Post Orders are present and complete.

SECURITY

- The Gates to SET A are not to be left open. This is a poor security practice and negates our ability to maintain safety through controlled movement
- ALL Hualapai buildings are on 30 minute fire watch until further notice. CSL's (all) need to reflect the following entry every 30 minutes: "fire/safety and sanitation check conducted". This language is taken directly from Post Orders. Effective immediately: ensure that when a staff member is conducting the half hour fire watch rounds they are logged in the correctional service journal as "all clear". This is to be logged each half hour as per the statewide general post order. The Correctional Officer may perform a Fire Watch in addition to other duties, but shall document each half hour, a finding of 'all Clear' in the affected area's Correctional service Journal".
When staff finds and removes any kind of weapons grade material, it must be documented on an information report.

Example: a bulletin board in the horseshoe had broken pieces of plexi-glass removed but....no IR was written so it was assumed that inmates had the pieces. This resulted in unnecessary searches and concern by all.

- When conducting pat searches in the housing units, do not cuff the inmate as "standard operating procedure". Staff must enforce the no smoking policy in the dorms. Inmates are not even bothering to hide their ashes or cigarette butts that are left by the porter closets in the double bunk areas. This deficiency was noted by ADOC on their tour of 12/18/14. Nonsmoking inmates are increasingly filing grievances and lawsuits regarding second hand smoke.
- Per policy, inmates are not allowed to bring any food or drink items into the chow halls or remove any food or drink items. Staff assigned in and around the chow halls are to enforce this on every shift, every day, every meal. This was a GAR finding on 12/22/14 by Captain Kraatz.
- Per Post Orders, inmates are not allowed to wear sunglasses or hats into the chow halls. Begin enforcement of this immediately. This was a GAR finding on 12/23/14 by Captain Kraatz.

Searches

1. When a search is conducted without the inmate present, the staff shall document in the Correctional Service Log, and in the unit search log, the explanation of the inmate's absence.
2. When a bed move is made, search both bunks (exiting & entering) and note it in the Correctional Service Log.
3. All searches are required by policy to be logged in the UNIT SEARCH LOG. All searches conducted in the HU's are required by policy to be logged in the CSI with any appropriate information (positive finds, inmate not present) and in the Unit Search Log. This is very important; please take time to do it correctly.
4. Random strip searches of inmates must be authorized by the shift commander. Call them prior to conducting a random strip search.
5. Male staff are required to conduct two random pat searches of inmates per shift. This does not include the pat searches conducted at Set B during chow. All pat searches on the yard are called in to Yard Control and logged in the YCCSL. All pat searches conducted in the HU's are called in to the HU Control Officer and logged in the HU CSL.
6. All Dayshift and Swing Shift Floor Officer are required to complete two random bed space searches each shift. Graveyard Officers are required to complete common area and vacant bed searches each shift. Bed spaces should be assigned by the Shift Commander at the beginning of the shift. These searches must be placed on the CSL, on a shakedown form and in the Unit Search Log.
7. Five syringes were stolen from medical during the 0700 accuchecks. The unit was locked down and searches conducted. By 1530 four of the five missing syringes were recovered. Location and procedures for accuchecks will be revised to insure better security and accountability of sharps.
8. Strip searches must be conducted as outlined in policy. During a recent tour by ADOC they noted that strip searches are not being done correctly.
9. Inmates leaving the chow halls are to be randomly pat searched. Staff assigned to this duty are to rove between the North and East chow halls, conducting pat searches on both sides. Do not allow inmates to exit the East chow hall and go through the lower gate to the yard without being pat searched. This was a GAR finding by Captain Kraatz on 12/23/14.

704 Compliance

1. Staff members are responsible for knowing 704 compliance requirements, enforcing all of the standards on a continuous basis and holding inmates accountable for failure to maintain those standards via disciplinary. This affects their phase and sanctions them for negative behavior. If you are unsure of requirements, ask your supervisor to print you a copy of the policy so you can reference it. As always, be cautious of surroundings and inmate attitude as you conduct and enforce compliance.
2. 704 compliance also encompasses grooming in the HU's, the Horseshoe, the recreation fields, the classrooms and at work. It is everyone's responsibility to expect grooming standards to be maintained and to enforce this expectation through communication to the inmate and consistency in enforcement via disciplinary.

RECOGNIZING EXCELLENCE

Great job C/O's Hawthorne and Donnelly for discovering and removing Heroin off the Yard!

Congratulations Tony Schwartzkopf who has been promoted to Captain.

All nominations for Employee of the Month need to be turned in to Human Resources by January 29, 2015.

BIONIC = Functions as a role model for inmates through professional speech; mature, fair, firm and consistent actions; knowledgeable about policy and procedure which enables one to answer questions honestly and completely; well groomed when arriving for work; view their duties here as an opportunity to make a positive difference; believes that offering quality programming, providing positive role modeling and interacting responsibly and professionally with inmates assists them in preparing for re-entry.

"What, when, where and how inmates speak to an offender, and the example staff set by their own behaviors, are perhaps the most powerful ingredients in positive offender outcomes."

BRIEFING SHEET

DATE: 02/05/2015

Weapons or Weapons Grade Material recovered

Materials Made Of	Location Found	Time/Date
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Cell Phones/Contraband Recovered

Type of Phone/Contraband	Location Found	Time/Date
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Staff Assault

Staff Assaulted	Aggressor
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I/M Assaults

Aggressor	Victim
Unknown	

DAILY INFORMATION

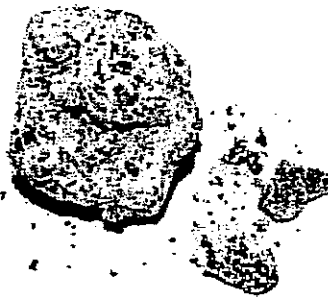
Unfortunately, MTC received notification our medical insurance provider Anthem was the victim of a cyber attack, resulting in a breach of personal member data that may include MTC employees.

Anthem has provided a toll-free number and a website for information and answers to frequently asked questions:

- 1-877-263-7995
- www.AnthemFacts.com

Anthem will contact each impacted employee via a direct mailing with further information, including information regarding automatic enrollment in identity protection services provided free of charge. MTC is very concerned about the breach at Anthem and will continue to monitor the developments closely.

- On January 11, 2015 ASPC- Tucson Rincon SSU Officers discovered approximately 25 grams of a hard substance resembling a small stone or rock. The substance subsequently tested positive for heroin. During interviews it was discovered the substance goes by the street name of "Granite."
- On January 6, 2014 U.S. Border Patrol released information in reference to a new form of concealing heroin to give a hard stone like appearance. The heroin in this form is known as "Granite."
- Please be aware of these new forms of heroin when conducting searches of inmates, living areas and property.



See attached Memo

It is imperative when staff take property from an inmate and contraband it that they:

- Utilize the correct form (909-6(e) dated 5/30/13)
- Fill the form out correctly and completely

- Have the Inmate sign the form (necessary for the required 90 day time period)

When inventorying an inmate's property, note on the form if appliances were in working condition or not. If this is not done, inmates may claim that staff broke the appliance during rollup/inventory and we must pay them for the appliance

FIREARMS/CHEMICAL AGENTS - CHECK OUT/RETURN AND EXCHANGE

1. All firearms and equipment issued from the armory shall be logged on an Equipment Issue/Return Log, Form 716-1; this is to include the 5 cans of OC spray Hualapai maintains so they can be issued to any staff who forgot their issued spray.
2. Forms 716-1 will have a physical signature (not computer generated) and all forms will be completed at the time of check out.

PREA INFORMATION

In order to comply with PREA standard 115.15 (Limits to Cross-Gender Viewing and Searches), We are now required to make the following announcement in the inmate living areas, at the beginning of every shift:

"Be advised that there will be female staff routinely working in and visiting inmate housing areas"

This announcement can be made utilizing a PA system or verbally when a PA system is not available.

SECURITY DEVICES

- ✓ Staff must ensure that any open security device discrepancies that have not been repaired are carried over every shift until the repair is made. The entry must include the IR number, the work request # and a brief description of the broken security device. Additionally, you must ensure that the repair hasn't actually been made, as we have already had GAR findings for staff logging discrepancies that had been repaired.
- ✓ Before you automatically carry a work order/discrepancy over on your CSL, check to see if it works, has been repaired or is still in open status. If in doubt, contact your Shift Commander.

MEDICAL

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 - CSL must show that a tool inventory was conducted. This was an audit and GAR finding.
 - CSL must show that sharps container count was conducted. This was an audit finding
2. If you are assigned to a MH watch your CSL and Observation Log must mirror each other. Your entries must be at staggered intervals, not every 10 minutes. Insure your observations are immediately made on the Observation Log. You cannot "catch it up" at a later time. This was a GAR finding by COIII Schaulin and Captain Kraatz on 12/23/14.
3. Medical staff are to conduct accu-checks in the back of medical adjacent to the lab, NOT at the table by the pharmacy.
4. The doors from the medical lobby are not to be locked open, propped open or left unsecured for any reason. The RN's and LPN's all have keys on their key rings to access these doors. They too are responsible for securing all doors after they access them. This includes the pharmacy door.

USE OF FORCE

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POST ORDERS

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- Post Order books contain signature sheets which are to be signed each time you work that post. They are to be turned in with your paperwork on the last day of the month.
If post orders are not in the post order books on each post, advise your shift commander and log it in your CSL.
Control Room officers should ask floor officers to check the floor office and advise if Floor Officer Post Orders are present and complete.

SECURITY

- The Gates to SET A are not to be left open. This is a poor security practice and negates our ability to maintain safety through controlled movement
- ALL Hualapai buildings are on 30 minute fire watch until further notice. CSL's (all) need to reflect the following entry

every 30 minutes: "fire/safety and sanitation check conducted". This language is taken directly from Post Orders. Effective immediately: ensure that when a staff member is conducting the half hour fire watch rounds they are logged in the correctional service journal as "all clear". This is to be logged each half hour as per the statewide general post order. The Correctional Officer may perform a Fire Watch in addition to other duties, but shall document each half hour, a finding of 'all Clear' in the affected area's Correctional service Journal".

When staff finds and removes any kind of weapons grade material, it must be documented on an information report. Example: a bulletin board in the horseshoe had broken pieces of plexi-glass removed but....no IR was written so it was assumed that inmates had the pieces. This resulted in unnecessary searches and concern by all.

- When conducting pat searches in the housing units, do not cuff the inmate as "standard operating procedure".
- Staff must enforce the no smoking policy in the dorms. Inmates are not even bothering to hide their ashes or cigarette butts that are left by the porter closets in the double bunk areas. This deficiency was noted by ADOC on their tour of 12/18/14. Nonsmoking inmates are increasingly filing grievances and lawsuits regarding second hand smoke.
- Per policy, inmates are not allowed to bring any food or drink items into the chow halls or remove any food or drink items. Staff assigned in and around the chow halls are to enforce this on every shift, every day, every meal. This was a GAR finding on 12/22/14 by Captain Kraatz.
- Per Post Orders, [REDACTED]

[REDACTED] This was a GAR finding on 12/23/14 by Captain Kraatz.

Searches

Once again we have received a GAR concerning the Search Logs not cross referencing the Service Journals consistently. Review these requirements:

1. When a search is conducted without the inmate present, the staff shall document in the Correctional Service Log, and in the unit search log, the explanation of the inmate's absence.
2. When a bed move is made, search both bunks (exiting & entering) and note it in the Correctional Service Log.
3. All searches are required by policy to be logged in the UNIT SEARCH LOG. All searches conducted in the HU's are required by policy to be logged in the CSI with any appropriate information (positive finds, inmate not present) and in the Unit Search Log. This is very important; please take time to do it correctly.
4. Random strip searches of inmates must be authorized by the shift commander. Call them prior to conducting a random strip search.
5. Male staff are required to conduct two random pat searches of inmates per shift. This does not include the pat searches conducted at Set B during chow. All pat searches on the yard are called in to Yard Control and logged in the YCCSL. All pat searches conducted in the HU's are called in to the HU Control Officer and logged in the HU CSL.
6. All Dayshift and Swing Shift Floor Officer are required to complete two random bed space searches each shift. Graveyard Officers are required to complete common area and vacant bed searches each shift. Bed spaces should be assigned by the Shift Commander at the beginning of the shift. These searches must be placed on the CSL, on a shakedown form and in the Unit Search Log.
7. Five syringes were stolen from medical during the 0700 accuchecks. The unit was locked down and searches conducted. By 1530 four of the five missing syringes were recovered. Location and procedures for accuchecks will be revised to insure better security and accountability of sharps.
8. Strip searches must be conducted as outlined in policy. During a recent tour by ADOC they noted that strip searches are not being done correctly.
9. Inmates leaving the chow halls are to be randomly pat searched. Staff assigned to this duty are to rove between the North and East chow halls, conducting pat searches on both sides. Do not allow inmates to exit the East chow hall and go through the lower gate to the yard without being pat searched. This was a GAR finding by Captain Kraatz on 12/23/14.

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1. Staff members are responsible for knowing 704 compliance requirements, enforcing all of the standards on a continuous basis and holding inmates accountable for failure to maintain those standards via disciplinary. This affects their phase and sanctions them for negative behavior. If you are unsure of requirements, ask your supervisor to print you a copy of the policy so you can reference it. As always, be cautious of surroundings and inmate attitude as you conduct and enforce compliance.
2. 704 compliance also encompasses grooming in the HU's, the Horseshoe, the recreation fields, the classrooms and at work. It is everyone's responsibility to expect grooming standards to be maintained and to enforce this expectation

through communication to the inmate and consistency in enforcement via disciplinary.

RECOGNIZING EXCELLENCE

Thank you to all Swing Shift staff members for your immediate, composed and professional response in the midst of Tuesday's high pressure incident. Just another example of what great staff we have!

All MTC and MTC Medical employees at ASPC-Kingman are eligible to participate in the referral bonus program for:

1. Psychologists, Mental Health Clinicians and Mental Health Workers. Bonus payout up to \$1500.
2. Registered Nurses and LPNs. Bonus payout up to \$500.

Refer to posted information or contact Human Resources.

BIONIC = Functions as a role model for inmates through professional speech; mature, fair, firm and consistent actions; knowledgeable about policy and procedure which enables one to answer questions honestly and completely; well groomed when arriving for work; view their duties here as an opportunity to make a positive difference; believes that offering quality programming, providing positive role modeling and interacting responsibly and professionally with inmates assists them in preparing for re-entry.

"What, when, where and how inmates speak to an offender, and the example staff set by their own behaviors, are perhaps the most powerful ingredients in positive offender outcomes."

Always be professional in speech and actions when interacting with inmates. Do not joke, use slang, refer to their race or ethnicity or speak in a demeaning manner when correcting them. Be firm, fair, consistent and above reproach.

BRIEFING SHEET

DATE: 02/12/2015

Weapons or Weapons Grade Material recovered

Materials Made Of	Location Found	Time/Date
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Cell Phones/Contraband Recovered

Type of Phone/Contraband	Location Found	Time/Date
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Staff Assault

Staff Assaulted	Aggressor
-----------------	-----------

I/M Assaults

Aggressor	Victim
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DAILY INFORMATION

If you need a company vehicle please notify Safety Wolff as soon as possible so it can be reserved for you. If you wait until the last minute a vehicle may not be available to match your needs. Remember, all staff is required to possess a valid AZ driver's license, follow safety procedures and complete the mandatory paperwork when using a company vehicle. If the vehicle sustains any damage while in your possession notify your supervisor and myself immediately. If you are involved in an accident follow the accident protocol, pamphlet is located in every vehicle with the information.

We will be conducting extended briefings on the following days;

Tuesday 2-17-15	Thursday 2-19-15
Graves – 0600	Graves-0600
Swings – 1300	Swings-1300
Days – 1400	Days-1400

Governor Ducey ordered that Arizona State flags at all state office buildings be lowered to half-staff today, February 10, until sunset tomorrow, February 11, in honor of Kayla Mueller, a dedicated humanitarian aid worker and citizen of Arizona.

Clothing orders are available for pick up at training from 0600 to 1300 Monday thru Friday. Check the Memo posted on the bulletin board for received orders by name.

Unfortunately, MTC received notification our medical insurance provider Anthem was the victim of a cyber attack, resulting in a breach of personal member data that may include MTC employees.

Anthem has provided a toll-free number and a website for information and answers to frequently asked questions:

- 1-877-263-7995
- www.AnthemFacts.com

Anthem will contact each impacted employee via a direct mailing with further information, including information regarding automatic enrollment in identity protection services provided free of charge. MTC is very concerned about the breach at Anthem and will continue to monitor the developments closely.

Property

It is imperative when staff take property from an inmate for LOP or contraband the following happens:

- Utilize the correct form (909-6(e) dated 5/30/13)
- Fill the form out correctly and completely
- Have the inmate sign the form (necessary for the required 90 day time period)

When inventorying an inmate's property, note on the form if appliances were in working condition or not. If this is not done, inmates may claim that staff broke the appliance during rollup/inventory and we must pay them for the appliance

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spray.

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SECURITY DEVICES

- ✓ Staff must ensure that any open security device discrepancies that have not been repaired are carried over every shift until the repair is made. The entry must include the IR number, the work request # and a brief description of the broken security device. Additionally, you must ensure that the repair hasn't actually been made, as we have already had GAR findings for staff logging discrepancies that had been repaired.
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USE OF FORCE

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POST ORDERS

- When arriving on post, make sure there are current, signed post orders on that post. Review them and insure you understand and can perform the requirements of that post. If you do not understand or feel you cannot perform them you must notify the Shift Commander.
- Post Order books contain signature sheets which are to be signed each time you work a new post or monthly if you regularly work that post. They are to be turned in with your paperwork on the last day of the month. If post orders are not in the post order books on each post, advise your shift commander and log it in your CSL. Control Room officers should ask floor officers to check the floor office and advise if Floor Officer Post Orders are present and complete.

Security

- The Gates to SET A are not to be left open. This is a poor security practice and negates our ability to maintain safety through controlled movement
- All fire alarms are operational. The FSS has taken Hualapai off fire watch.
When staff finds and removes any kind of weapons grade material, it must be documented on an information report. Example: a bulletin board in the horseshoe had broken pieces of plexi-glass removed but....no IR was written so it was assumed that inmates had the pieces. This resulted in unnecessary searches and concern by all.
- When conducting pat searches in the housing units, do not cuff the inmate as "standard operating procedure". By policy this is considered a Use of Force.
- Staff must enforce the no smoking policy in the dorms. Inmates are not even bothering to hide their ashes or

cigarette butts that are left by the porter closets in the double bunk areas. This deficiency was noted by ADOC on their tour of 12/18/14. Nonsmoking inmates are increasingly filing grievances and lawsuits regarding second hand smoke.

Per policy, inmates are not allowed to bring any food or drink items into the chow halls or remove any food or drink items. Staff assigned in and around the chow halls are to enforce this on every shift, day and meal.

- Per Post Orders, inmates are not allowed to wear sunglasses or hats into the chow halls. Begin enforcement of this immediately.

Searches

Please review the following policy requirements and implement them during your work day:

1. When a search is conducted without the inmate present, the staff shall document in the Correctional Service Log, and in the unit search log, the explanation of the inmate's absence.
 2. When a bed move is made, search both bunks (exiting & entering) and note it in the Correctional Service Log.
 3. All searches are required by policy to be logged in the UNIT SEARCH LOG. All searches conducted in the HU's are required by policy to be logged in the CSJ with any appropriate information (positive finds, inmate not present) and in the Unit Search Log. This is very important; please take time to do it correctly.
 4. Random strip searches of inmates must be authorized by the shift commander. Call them prior to conducting a random strip search.
 5. Male staff are required to conduct two random pat searches of inmates per shift on DS and SS. This does not include the pat searches conducted at Set B during chow. All pat searches on the yard must be called in to Yard Control and logged in the YCCSL. All pat searches conducted in the HU's must be called in to the HU Control Officer and logged in the HU CSL.
 6. All Dayshift and Swing Shift Floor Officer are required to complete two random bed space searches each shift. Graveyard Officers are required to complete common area and vacant bed searches each shift. Bed spaces should be assigned by the Shift Commander at the beginning of the shift. These searches must be placed on the CSL, on a shakedown form and in the Unit Search Log.
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Expecting and enforcing Pro-Social Behavior-60 day Controlled Movement Plan

1. On 02/09/15 Hualapai Unit will begin operating under "controlled movement" for a minimum period of 60 days. This is a result of the numerous staff assaults, increasing inmate assaults and groupings that have occurred since this unit became an "open" yard. The actions of the inmate population are the determining factor in resumption of an open yard after 60 days. Staff must make sure that they are efficiently, professionally and fairly conducting movement so that all activities such as chow, recreation, medical appointments, classes, religious services, work activities etc. take place as required and within the time period allotted. In controlled movement, communication between staff is a key factor in keeping it flowing. Additionally, the following items (#2 and #3) are very important in being proactive with the population and truly addressing the "problem inmates" vs. blaming the entire population.
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3. FOCUS FOR HUALAPAI-Expecting and enforcing policy is one major way to teach and enforce pro-social behavior with inmates. We must all work as one team to do this. Approved disciplinary procedures are a great tool and should always be used with those inmates who consistently ignore rules. Rules such as no smoking in HU's, grooming compliance in all areas, attending assigned classes, turning out and completing work duties are all examples of pro-social behaviors that are expected of inmates in medium custody. We need to enforce these expectations consistently, shift to shift, individual to individual. If we do this, inmates who choose to be anti-social will receive disciplinary, trigger for reclassification and be moved to a higher custody with far less amenities and privileges. Utilizing the tools of disciplinary and classification as a team is a proactive way to manage inmates. There are many

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BRIEFING SHEET

DATE: 02/24/2015

Weapons or Weapons Grade Material recovered

Materials Made Of	Location Found	Time/Date
5" plastic sharpened to a point, cellophane handle	Dorm 4 F Pod vacant bunk	02/24/2015 02:13 C/O Rosales

Cell Phones/Contraband Recovered

Type of Phone/Contraband	Location Found	Time/Date
Syringe		02/23/2015 15:12 C/O Hawthorne
Spice		2/22/2015 12:38 C/O Rubalcaba

Staff Assault

Staff Assaulted	Aggressor
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I/M Assaults

Aggressor	Victim
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DAILY INFORMATION

Safety Wolff will be on vacation February 23rd through February 27th. I will return to work on Monday March 2nd. Any workmen's comp claims or issue please contact HR. For fire and safety issues contact Mr. Guin by phone at ext. 101 or email: james.guin@mtctrains.com. Vehicle issues contact maintenance by phone at ext. 2100

CORRECTIONAL SERVICE LOGS

The following are observations and issues that need to be addressed with staff:

- ❖ Officer Morrison-her CSL's are outstanding. When she works medical her logs could be used as examples.
- ❖ Officer Houlihan-his kitchen CSL's are perfect
- ❖ Officer Underhill-his medical CSL had sharps counts logged correctly AND he was the only medical officer who logged the sharps container

Needs Improvement: Medical

- Medical CSL's-must contain beginning and ending times of sharps counts (dental and medical) and tool inventories
- Medical CSL's-must have inventory/accountability of the sharps container
- Medical CSL's-must list inmates who are housed in medical
- CDU-CSL must list # of trays and lids in and out. This should be on the floor officers CSL
- Kitchen CSL's-must list # of inmates in the kitchen after inmates arrive and/or are released for any reason

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When inventorying an inmate's property, note on the form if appliances were in working condition or not. If this is not done, inmates may claim that staff broke the appliance during rollup/inventory and we must pay them for the appliance

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This announcement can be made utilizing a PA system or verbally when a PA system is not available.

SECURITY DEVICES

- ✓ Staff must ensure that any open security device discrepancies that have not been repaired are carried over every shift until the repair is made. The entry must include the IR number, the work request # and a brief description of the broken security device. Additionally, you must ensure that the repair hasn't actually been made, as we have already had GAR findings for staff logging discrepancies that had been repaired.
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2. If you are assigned to a MH watch your CSL and Observation Log must mirror each other. Your entries must be at staggered intervals, not every 10 minutes. Insure your observations are immediately made on the Observation Log. You cannot "catch it up" at a later time.
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Security

- The Gates to SET A are not to be left open. This is a poor security practice and negates our ability to maintain safety through controlled movement
- All fire alarms are operational. The FSS has taken Hualapai off fire watch.
When staff finds and removes any kind of weapons grade material, it must be documented on an information report. Example: a bulletin board in the horseshoe had broken pieces of plexi-glass removed but....no IR was written so it was assumed that inmates had the pieces. This resulted in unnecessary searches and concern by all.
- When conducting pat searches in the housing units, do not cuff the inmate as "standard operating procedure". By policy this is considered a Use of Force.
- Staff must enforce the no smoking policy in the dorms. Inmates are not even bothering to hide their ashes or cigarette butts that are left by the porter closets in the double bunk areas. This deficiency was noted by ADOC on their tour of 12/18/14. Nonsmoking inmates are increasingly filing grievances and lawsuits regarding second hand smoke.

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2. When a bed move is made, search both bunks (exiting & entering) and note it in the Correctional Service Log.
3. All searches are required by policy to be logged in the UNIT SEARCH LOG. All searches conducted in the HU's are required by policy to be logged in the CSJ with any appropriate information (positive finds, inmate not present) and in the Unit Search Log. This is very important; please take time to do it correctly.
4. Random strip searches of inmates must be authorized by the shift commander. Call them prior to conducting a random strip search.
5. Male staff are required to conduct two random pat searches of inmates per shift on DS and SS. This does not include the pat searches conducted at Set B during chow. All pat searches on the yard must be called in to Yard Control and logged in the YCCSL. All pat searches conducted in the HU's must be called in to the HU Control Officer and logged in the HU CSL.
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BRIEFING SHEET

DATE: 02/19/2015

Weapons or Weapons Grade Material recovered

Materials Made Of	Location Found	Time/Date
Weapons grade material- peanut butter handles	Hidden in the sink in the kitchen	2/15/2015 20:30 C/O Johnson

Cell Phones/Contraband Recovered

Type of Phone/Contraband	Location Found	Time/Date
Heroin		02/19/2015 02:10
Heroin		02/18/2015 21:18 C/O's Hanson & Quintana
Heroin- 2 bindles		02/15/2015 13:44 C/O Rubalcaba

Staff Assault

Staff Assaulted	Aggressor
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I/M Assaults

Aggressor	Victim
	2/16/2015 07:30

DAILY INFORMATION

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BRIEFING SHEET

DATE: 03/02/2015

Weapons or Weapons Grade Material recovered

Materials Made Of	Location Found	Time/Date
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Cell Phones/Contraband Recovered

Type of Phone/Contraband	Location Found	Time/Date
Black Samsung flip style cell phone	1 D Pod bathroom behind a lose tile	03/01/2015 12:18 C/O Hawthorne
Spice		03/01/2015 20:34 C/O White
Spice		02/27/2015 16:59 C/O's Buckley & Hawthorne
Spice		02/27/2015 15:34 C/O Cook

Staff Assault

Staff Assaulted	Aggressor
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I/M Assaults

Aggressor	Victim
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Security

- The Gates to SET A are not to be left open. This is a poor security practice and negates our ability to maintain safety through controlled movement
 - All fire alarms are operational. The FSS has taken Hualapai off fire watch.
- When staff finds and removes any kind of weapons grade material, it must be documented on an information report. Example: a bulletin board in the horseshoe had broken pieces of plexi-glass removed but....no IR was written so it was assumed that inmates had the pieces. This resulted in unnecessary searches and concern by all.
- When conducting pat searches in the housing units, do not cuff the inmate as "standard operating procedure". By policy this is considered a Use of Force.
- Staff must enforce the no smoking policy in the dorms. Inmates are not even bothering to hide their ashes or cigarette butts that are left by the porter closets in the double bunk areas. This deficiency was noted by ADOC on their tour of 12/18/14. Nonsmoking inmates are increasingly filing grievances and lawsuits regarding second hand smoke.

- Per policy, inmates are not allowed to bring any food or drink items into the chow halls or remove any food or drink items. Staff assigned in and around the chow halls are to enforce this on every shift, day and meal.
- Per Post Orders, inmates are not allowed to wear sunglasses or hats into the chow halls. Begin enforcement of this immediately.

Searches

Please review the following policy requirements and implement them during your work day:

1. When a search is conducted without the inmate present, the staff shall document in the Correctional Service Log, and in the unit search log, the explanation of the inmate's absence.
2. When a bed move is made, search both bunks (exiting & entering) and note it in the Correctional Service Log.
3. All searches are required by policy to be logged in the UNIT SEARCH LOG. All searches conducted in the HU's are required by policy to be logged in the CSJ with any appropriate information (positive finds, inmate not present) and in the Unit Search Log. This is very important; please take time to do it correctly.
4. Random strip searches of inmates must be authorized by the shift commander. Call them prior to conducting a random strip search.
5. Male staff are required to conduct two random pat searches of inmates per shift on DS and SS. This does not include the pat searches conducted at Set B during chow. All pat searches on the yard must be called in to Yard Control and logged in the YCCSL. All pat searches conducted in the HU's must be called in to the HU Control Officer and logged in the HU CSL.
6. All Dayshift and Swing Shift Floor Officer are required to complete two random bed space searches each shift. Graveyard Officers are required to complete common area and vacant bed searches each shift. Bed spaces should be assigned by the Shift Commander at the beginning of the shift. These searches must be placed on the CSL, on a shakedown form and in the Unit Search Log.
7. Strip searches must be conducted as outlined in policy. During a recent tour by ADOC they noted that strip searches are not being done correctly.
8. Inmates leaving the chow halls are to be randomly pat searched. Staff assigned to this duty are to rove between the North and East chow halls, conducting pat searches on both sides. Do not allow inmates to exit the East chow hall and go through the lower gate to the yard without being pat searched.

Expecting and enforcing Pro-Social Behavior-60 day Controlled Movement Plan

1. On 02/09/15 Hualapai Unit will begin operating under "controlled movement" for a minimum period of 60 days. This is a result of the numerous staff assaults, increasing inmate assaults and groupings that have occurred since this unit became an "open" yard. The actions of the inmate population are the determining factor in resumption of an open yard after 60 days. Staff must make sure that they are efficiently, professionally and fairly conducting movement so that all activities such as chow, recreation, medical appointments, classes, religious services, work activities etc. take place as required and within the time period allotted. In controlled movement, communication between staff is a key factor in keeping it flowing. Additionally, the following items (#2 and #3) are very important in being proactive with the population and truly addressing the "problem inmates" vs. blaming the entire population.
2. Staff members are responsible for knowing 704 compliance requirements, enforcing all of the standards on a continuous basis and holding inmates accountable for failure to maintain those standards via approved disciplinary procedures. This affects their phase and sanctions them for negative behavior. If you are unsure of requirements, ask your supervisor to print you a copy of the policy so you can reference it. As always, be cautious of surroundings and inmate attitude as you conduct and enforce compliance.
3. **FOCUS FOR HUALAPAI**-Expecting and enforcing policy is one major way to teach and enforce pro-social behavior with inmates. We must all work as one team to do this. Approved disciplinary procedures are a great tool and should always be used with those inmates who consistently ignore rules. Rules such as no smoking in HU's, grooming compliance in all areas, attending assigned classes, turning out and completing work duties are all examples of pro-social behaviors that are expected of inmates in medium custody. We need to enforce these expectations consistently, shift to shift, individual to individual. If we do this, inmates who choose to be anti-social will receive disciplinary, trigger for reclassification and be moved to a higher custody with far less amenities and privileges. Utilizing the tools of disciplinary and classification as a team is a proactive way to manage inmates. There are many inmates here who want all the positive things this unit offers. They look to us to manage consistently and professionally that element of the population who do not value what they have, nor respect staff or other inmates. We the staff manage inmates. We do not leave that responsibility to other inmates.

RECOGNIZING EXCELLENCE

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It is that time of year again for our Celebrating Excellence Program. This program is a great way to recognize employees who go beyond what is expected of them, and who do whatever it takes to make a positive difference. This year's Celebrating Excellence categories are; Program Services Employee of the Year, Correctional Officer of the Year, Support Services Employee of the Year & Medical Employee of the Year. Nominations forms must be turned into Human Resources no later than March 13, 2015. Please let HR know if you have any questions.

BIONIC = Functions as a role model for inmates through professional speech; mature, fair, firm and consistent actions; knowledgeable about policy and procedure which enables one to answer questions honestly and completely; well groomed when arriving for work; view their duties here as an opportunity to make a positive difference; believes that offering quality programming, providing positive role modeling and interacting responsibly and professionally with inmates assists them in preparing for re-entry.

"What, when, where and how inmates speak to an offender, and the example staff set by their own behaviors, are perhaps the most powerful ingredients in positive offender outcomes."

Always be professional in speech and actions when interacting with inmates. Do not joke, use slang, refer to their race or ethnicity or speak in a demeaning manner when correcting them. Be firm, fair, consistent and above reproach.

BRIEFING SHEET

DATE: 03/05/2015

Weapons or Weapons Grade Material recovered

Materials Made Of	Location Found	Time/Date
4" white piece of metal resembling a bucket handle, sharpened to a point	pat search during Quarterly Search	03/03/2015 08:34 C/O Jaromscak

Cell Phones/Contraband Recovered

Type of Phone/Contraband	Location Found	Time/Date
7 bindles of Spice	Medical cell #2 Quarterly Search	03/05/2015 01:07 Lt. Johnston
Black & silver Samsung cell phone	Dorm 2 C Pod ceiling Quarterly	03/04/2015 15:00 C/O Valcore
Spice		03/03/2015 Quarterly Search
Black Samsung flip style cell phone	1 D Pod bathroom behind a lose tile	03/01/2015 12:18 C/O Hawthorne
Spice		03/01/2015 20:34 C/O White

Staff Assault

Staff Assaulted	Aggressor
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I/M Assaults

Aggressor	Victim
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DAILY INFORMATION

On Friday March 6, 2015 all staff that keep radios and/or equipment (chargers, batteries, etc.) in their office will need to turn them into Hualapai Control as they leave, for accountability purposes. Lt. Fagan will be on site to collect all equipment and answer any questions that you may have. Refer to posted Memo on modified Radio Procedures effective Monday March 9, 2015.

HUALAPAI MAY ARMED GUARD CARD LIST			
NAME	CARD #	EXP.	RANGE
HAWTHORNE, C		5-20-2015	2-5-2014
MATTSON, J		5-20-2015	3-4-2015
PILKINGTON, A		5-20-2015	3-5-2014
THETFORD, C		5-22-2015	1-30-2015

- Medical CSL-must contain beginning and ending times of sharps counts (dental and medical) and tool inventories
- Medical CSL-must have inventory/accountability of the sharps container
- Medical CSL-must list inmates who are housed in medical
- Effective 03/02/15-CDU floor officers will no longer maintain a CSL. All activities in CDU/Detention will be logged by HU 5/CDU Control
- Kitchen CSL-must list # of inmates in the kitchen after inmates arrive and/or are released for any reason

PROPERTY

When staff take property from an inmate for LOP or contraband, the following steps must be taken:

- Utilize the correct form (909-6dated 5/30/13)
- Fill the form out correctly and completely
- Have the inmate sign the form (necessary for the required 90 day time period)

When inventorying an inmate's property, note on the form if appliances were in working condition or not. If this is

not done, inmates may claim that staff broke the appliance during rollout/inventory and we must pay them for the appliance

FIREARMS/CHEMICAL AGENTS - CHECK OUT/RETURN AND EXCHANGE

1. All firearms and equipment issued from the armory shall be logged on an Equipment Issue/Return Log, Form 716-1; this is to include the 5 cans of OC spray Hualapai maintains so they can be issued to any staff who forgot their issued spray.
2. Forms 716-1 will have a physical signature (not computer generated) and all forms will be completed at the time of check out.

PREA INFORMATION

In order to comply with PREA standard 115.15 (Limits to Cross-Gender Viewing and Searches), We are now required to make the following announcement in the inmate living areas, at the beginning of every shift:

"Be advised that there will be female staff routinely working in and visiting inmate housing areas"

This announcement can be made utilizing a PA system or verbally when a PA system is not available.

SECURITY DEVICES

- ✓ Staff must ensure that any open security device discrepancies that have not been repaired are carried over every shift until the repair is made. The entry must include the IR number, the work request # and a brief description of the broken security device.
- ✓ Before you automatically carry a work order/discrepancy over on your CSL, check to see if it works, has been repaired or is still in open status. If in doubt, contact your Shift Commander.

MEDICAL

1. If you are assigned to a MH watch, your CSL and Observation Log must mirror each other. Your entries must be at staggered intervals, not every 10 minutes. Insure your observations are immediately made on the Observation Log. You cannot "catch it up" at a later time.
2. Medical staff are to conduct accu-checks in the back of medical adjacent to the lab, NOT at the table by the pharmacy.
The doors from the medical lobby are not to be locked open, propped open or left unsecured for any reason. The RN's and LPN's all have keys on their key rings to access these doors. They too are responsible for securing all doors after they access them. This includes the pharmacy door.
4. Medical staff must lock all doors on cabinets when cabinets are not in use.

USE OF FORCE

All U of F packets must have a statement from each staff member that responded and/or is listed on the U of F form

POST ORDERS

- When arriving on post, make sure there are current, signed post orders on that post. Review them and insure you understand and can perform the requirements of that post. If you do not understand or feel you cannot perform them you must notify the Shift Commander.
- Post Order books contain signature sheets which are to be signed each time you work a new post or monthly if you regularly work that post. They are to be turned in with your paperwork on the last day of the month. If post orders are not in the post order books on each post, advise your shift commander and log it in your CSL. Control Room officers should ask floor officers to check the floor office and advise if Floor Officer Post Orders are present and complete.

Security

- All fire alarms are operational. The FSS has taken Hualapai off fire watch. This was effective in early January!
When staff finds and removes any kind of weapons grade material, it must be documented on an information report. Example: a bulletin board in the horseshoe had broken pieces of plexi-glass removed but....no IR was written so it was assumed that inmates had the pieces. This resulted in unnecessary searches and concern by all.
- When conducting pat searches in the housing units, do not cuff the inmate as "standard operating procedure". By policy this is considered a Use of Force.
- Enforce the no smoking policy in all HU's and the areas outside that are no smoking areas
Per policy, inmates are not allowed to bring any food or drink items into the chow halls or remove any food or drink items.
- Per Post Orders, [REDACTED]

Searches

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6. All Dayshift and Swing Shift Floor Officer are required to complete two random bed space searches each shift. Graveyard Officers are required to complete common area and vacant bed searches each shift. Bed spaces should be assigned by the Shift Commander at the beginning of the shift. These searches must be placed on the CSL, on a shakedown form and in the Unit Search Log.
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8. Inmates leaving the chow halls are to be randomly pat searched

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INTEL	
❖	
❖	

BRIEFING SHEET

DATE: 03/10/2015

Weapons or Weapons Grade Material recovered

Materials Made Of	Location Found	Time/Date

Cell Phones/Contraband Recovered

Type of Phone/Contraband	Location Found	Time/Date
Syringe		03/12/2015 10:20 C/O Rubalcaba
Narcotics	5 D Pod Restroom	03/10/2015 15:00 C/O Valcore
Marijuana		03/09/2015 19:56 C/O Reeser

Staff Assault

Staff Assaulted	Aggressor
Case Manager Riddell	

I/M Assaults

Aggressor	Victim

DAILY INFORMATION

CORRECTIONAL SERVICE LOGS

- Medical CSL-must contain beginning and ending times of sharps counts (dental and medical) and tool inventories
- Medical CSL-must have inventory/accountability of the sharps container
- Medical CSL-must list inmates who are housed in medical
- Effective 03/02/15-CDU floor officers will no longer maintain a CSL. All activities in CDU/Detention will be logged by HU 5/CDU Control
- Kitchen CSL-must list # of inmates in the kitchen after inmates arrive and/or are released for any reason

PROPERTY

When staff take property from an inmate for LOP or contraband, the following steps must be taken:

- Utilize the correct form (909-6dated 5/30/13)
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- Have the inmate sign the form (necessary for the required 90 day time period)

When inventorying an inmate's property, note on the form if appliances were in working condition or not. If this is not done, inmates may claim that staff broke the appliance during rollup/inventory and we must pay them for the appliance

FIREARMS/CHEMICAL AGENTS - CHECK OUT/RETURN AND EXCHANGE

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PREA INFORMATION

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"Be advised that there will be female staff routinely working in and visiting inmate housing areas"

This announcement can be made utilizing a PA system or verbally when a PA system is not available.

SECURITY DEVICES

Staff must ensure that any open security device discrepancies that have not been repaired are carried over every shift until the repair is made. The entry must include the IR number, the work request # and a brief description of the broken security device.

- ✓ Before you automatically carry a work order/discrepancy over on your CSL, check to see if it works, has been repaired or is still in open status. If in doubt, contact your Shift Commander.

MEDICAL

1. If you are assigned to a MH watch, your CSL and Observation Log must mirror each other. Your entries must be at staggered intervals, not every 10 minutes. Insure your observations are immediately made on the Observation Log. You cannot "catch it up" at a later time.
2. Medical staff are to conduct accu-checks in the back of medical adjacent to the lab, NOT at the table by the pharmacy.
3. The doors from the medical lobby are not to be locked open, propped open or left unsecure for any reason. The RN's and LPN's all have keys on their key rings to access these doors. They too are responsible for securing all doors after they access them. This includes the pharmacy door.
4. Medical staff must lock all doors on cabinets when cabinets are not in use.

USE OF FORCE

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Security

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- When conducting pat searches in the housing units, do not cuff the inmate as "standard operating procedure". By policy this is considered a Use of Force.
- Enforce the no smoking policy in all HU's and the areas outside that are no smoking areas
- Per policy, inmates are not allowed to bring any food or drink items into the chow halls or remove any food or drink items.
- Per Post Orders, inmates are not allowed to wear sunglasses or hats into the chow halls
- CIU has requested that we start seizing items that are concealing dangerous contraband, as well as the contraband itself. The Mohave County Attorneys Office has asked them to do this to provide better evidence when prosecuting inmates.
- For example, if an officer finds a shank hidden in a shirt that was on the inmate's shelf while they were searching, they need to seize the shirt and the shank. Or if an inmate is being strip searched and has drugs concealed in a slit in his boxer shorts, seize the shorts and the drugs. Always get photos when you can.

Searches

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7. Strip searches must be conducted as outlined in policy

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INTEL



BRIEFING SHEET

DATE: 03/19/2015

Weapons or Weapons Grade Material recovered

Materials Made Of	Location Found	Time/Date
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Cell Phones/Contraband Recovered

Type of Phone/Contraband	Location Found	Time/Date
Spice		03/17/2015 17:30 C/O Reeser
Spice		03/15/2015 20:00 C/O Forsyth
Spice		03/15/2015 19:25 C/O Reeser
Spice		03/11/2015 19:54
Heroin		03/10/2015 14:20 C/O Reeser

Staff Assault

Staff Assaulted	Aggressor
CM Riddell 03/11/2015 19:54	

I/M Assaults

Aggressor	Victim
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DAILY INFORMATION

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- When arriving on post, make sure there are current, signed post orders on that post. Review them and insure you understand and can perform the requirements of that post. If you do not understand or feel you cannot perform them you must notify the Shift Commander.

Post Order books contain signature sheets which are to be signed each time you work a new post or monthly if you regularly work that post. They are to be turned in with your paperwork on the last day of the month.

If post orders are not in the post order books on each post, advise your shift commander and log it in your CSL. Control Room officers should ask floor officers to check the floor office and advise if Floor Officer Post Orders are present and complete.

Security

- All fire alarms are operational. The FSS has taken Hualapai off fire watch. This was effective in early January! When staff finds and removes any kind of weapons grade material, it must be documented on an information report. Example: a bulletin board in the horseshoe had broken pieces of plexi-glass removed but....no IR was written so it was assumed that inmates had the pieces. This resulted in unnecessary searches and concern by all.
- When conducting pat searches in the housing units, do not cuff the inmate as "standard operating procedure". By policy this is considered a Use of Force.
- Enforce the no smoking policy in all HU's and the areas outside that are no smoking areas
- Per policy, inmates are not allowed to bring any food or drink items into the chow halls or remove any food or drink items.
- Per Post Orders, inmates are not allowed to wear sunglasses or hats into the chow halls
- CIU has requested that we start seizing items that are concealing dangerous contraband, as well as the contraband itself. The Mohave County Attorneys Office has asked them to do this to provide better evidence when prosecuting inmates.
- For example, if an officer finds a shank hidden in a shirt that was on the inmate's shelf while they were searching, they need to seize the shirt and the shank. Or if an inmate is being strip searched and has drugs concealed in a slit in his boxer shorts, seize the shorts and the drugs. Always get photos when you can.

Searches

Please review the following policy requirements and implement them during your work day:

1. When a search is conducted without the inmate present, the staff shall document in the Correctional Service Log, and in the unit search log, the explanation of the inmate's absence.
2. When a bed move is made, search both bunks (exiting & entering) and note it in the Correctional Service Log. This

includes CDU.

3. All searches are required by policy to be logged in the UNIT SEARCH LOG. All searches conducted in the HU's are required by policy to be logged in the CSJ with any appropriate information (positive finds, inmate not present) and in the Unit Search Log.
4. Random strip searches of inmates must be authorized by the shift commander. Call them prior to conducting a random strip search.
5. Male staff are required to conduct two random pat searches of inmates per shift on DS and SS. This does not include the pat searches conducted at Set B during chow. All pat searches on the yard must be called in to Yard Control and logged in the YCCSL. All pat searches conducted in the HU's must be called in to the HU Control Officer and logged in the HU CSL.
6. All Dayshift and Swing Shift Floor Officer are required to complete two random bed space searches each shift. Graveyard Officers are required to complete common area and vacant bed searches each shift. Bed spaces should be assigned by the Shift Commander at the beginning of the shift. These searches must be placed on the CSL, on a shakedown form and in the Unit Search Log.
7. Strip searches must be conducted as outlined in policy

Expecting and enforcing Pro-Social Behavior-60 day Controlled Movement Plan

1. On 02/09/15 Hualapai Unit will begin operating under 'controlled movement' for a minimum period of 60 days. This is a result of the numerous staff assaults, increasing inmate assaults and groupings that have occurred since this unit became an "open" yard. The actions of the inmate population are the determining factor in resumption of an open yard after 60 days. Staff must make sure that they are efficiently, professionally and fairly conducting movement so that all activities such as chow, recreation, medical appointments, classes, religious services, work activities etc. take place as required and within the time period allotted. In controlled movement, communication between staff is a key factor in keeping it flowing. Additionally, the following items (#2 and #3) are very important in being proactive with the population and truly addressing the "problem inmates".
2. Staff members are responsible for knowing 704 compliance requirements, enforcing all of the standards on a continuous basis and holding inmates accountable for failure to maintain those standards via approved disciplinary procedures. This affects their phase and sanctions them for negative behavior. If you are unsure of requirements, ask your supervisor to print you a copy of the policy so you can reference it. As always, be cautious of surroundings and inmate attitude as you conduct and enforce compliance.
3. **FOCUS FOR HUALAPAI**-Expecting and enforcing policy is one major way to teach and enforce pro-social behavior with inmates. We must all work as one team to do this. Approved disciplinary procedures are a great tool and should always be used with those inmates who consistently ignore rules. Rules such as no smoking in HU's, grooming compliance in all areas, attending assigned classes, turning out and completing work duties are all examples of pro-social behaviors that are expected of inmates in medium custody. We need to enforce these expectations consistently, shift to shift, individual to individual. If we do this, inmates who choose to be anti-social will receive disciplinary, trigger for reclassification and be moved to a higher custody with far less amenities and privileges. Utilizing the tools of disciplinary and classification as a team is a proactive way to manage inmates. There are many inmates here who want all the positive things this unit offers. They look to us to manage consistently and professionally that element of the population who do not value what they have, nor respect staff or other inmates. We the staff manage inmates. We do not leave that responsibility to other inmates.

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INTE



BRIEFING SHEET

DATE: 03/24/2015

Weapons or Weapons Grade Material recovered

Materials Made Of	Location Found	Time/Date
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Cell Phones/Contraband Recovered

Type of Phone/Contraband	Location Found	Time/Date
Spice		03/20/2015 13:26 C/O Hurley
Black flip style cell phone		03/21/2015 02:29 C/O Smith
Spice		03/20/2015 13:26 C/O Hurley
Spice		03/20/2015 10:20 C/O Sixkiller & Cook
Spice		3/19/2015 12:16 C/O Cook
Spice		03/17/2015 17:30 C/O Reeser, Tapia & Mercado

Staff Assault

Staff Assaulted	Aggressor
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I/M Assaults

Aggressor	Victim
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DAILY INFORMATION

CORRECTIONAL SERVICE LOGS
<ul style="list-style-type: none"> Medical CSL-must contain beginning and ending times of sharps counts (dental and medical) and tool inventories Medical CSL-must have inventory/accountability of the sharps container Medical CSL-must list inmates who are housed in medical Effective 03/02/15-CDU floor officers will no longer maintain a CSL. All activities in CDU/Detention will be logged by HU 5/CDU Control Kitchen CSL-must list # of inmates in the kitchen after inmates arrive and/or are released for any reason
PROPERTY
<p>When staff take property from an inmate for LOP or contraband, the following steps must be taken:</p> <ul style="list-style-type: none"> Utilize the correct form (909-6dated 5/30/13) Fill the form out correctly and completely Have the inmate sign the form (necessary for the required 90 day time period) <p>When inventorying an inmate's property, note on the form if appliances were in working condition or not. If this is not done, inmates may claim that staff broke the appliance during rollup/inventory and we must pay them for the appliance</p>
FIREARMS/CHEMICAL AGENTS - CHECK OUT/RETURN AND EXCHANGE
<ol style="list-style-type: none"> All firearms and equipment issued from the armory shall be logged on an Equipment Issue/Return Log, Form 716-1; this is to include the 5 cans of OC spray Hualapai maintains so they can be issued to any staff who forgot their issued spray. Forms 716-1 will have a physical signature (not computer generated) and all forms will be completed at the time of check out.

PREA INFORMATION

In order to comply with PREA standard 115.15 (Limits to Cross-Gender Viewing and Searches), We are now required to make the following announcement in the inmate living areas, at the beginning of every shift:

"We advised that there will be female staff routinely working in and visiting inmate housing areas"

This announcement can be made utilizing a PA system or verbally when a PA system is not available.

SECURITY DEVICES

- ✓ Staff must ensure that any open security device discrepancies that have not been repaired are carried over every shift until the repair is made. The entry must include the IR number, the work request # and a brief description of the broken security device.
- ✓ Before you automatically carry a work order/discrepancy over on your CSL, check to see if it works, has been repaired or is still in open status. If in doubt, contact your Shift Commander.

MEDICAL

1. If you are assigned to a MH watch, your CSL and Observation Log must mirror each other. Your entries must be at staggered intervals, not every 10 minutes. Insure your observations are immediately made on the Observation Log. You cannot "catch it up" at a later time.
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INTEL

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BRIEFING SHEET

DATE: 03/31/2015

Weapons or Weapons Grade Material recovered

Materials Made Of	Location Found	Time/Date
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Cell Phones/Contraband Recovered

Type of Phone/Contraband	Location Found	Time/Date
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Staff Assault

Staff Assaulted	Aggressor
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I/M Assaults

Aggressor	Victim
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DAILY INFORMATION

CORRECTIONAL SERVICE LOGS

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 - **SMOKING IN THE HOUSING UNITS IS PROHIBITED BY POLICY AND BY LAW!** Enforce non-smoking by giving disciplinary and seizing all tobacco products. We should be seeing tickets every day from every shift.

Searches

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INTEL



BRIEFING SHEET

DATE: 04/06/2015

Weapons or Weapons Grade Material recovered

Materials Made Of	Location Found	Time/Date
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Cell Phones/Contraband Recovered

Type of Phone/Contraband	Location Found	Time/Date
7 bindles of Heroin		04/03/2015 11:14 C/O Cook
Spice		04/02/2015 14:48 C/O Buckley

Staff Assault

Staff Assaulted	Aggressor
C/O Krahenbuhl 04/05/2015 09:00	

I/M Assaults

Aggressor	Victim
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DAILY INFORMATION

On 07/11/14, CO Valcore (#1148) and CO Buckley (#1370) conducted a housing unit search of [REDACTED]. CO Valcore found what appeared to be a pen on top of his desk. When taking the pen apart, there was an inmate-manufactured syringe, located inside of it. On 07/22/14, [REDACTED] housing area was searched and another syringe was found, hidden under the mattress. [REDACTED] refused to take a UA test, asking for "one more day." [REDACTED] was interviewed and admitted they were cutting up heroin in [REDACTED] house. On March 23, 2015, [REDACTED] pled guilty to Attempted Promotion of Prison Contraband and was sentenced to 3.5 years, consecutive to his current sentence, with a term of community supervision for a period of one day for every seven days of the sentence imposed, which is to be served consecutive to the actual term of imprisonment.

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 - When conducting pat searches in the housing units, do not cuff the inmate as "standard operating procedure". By policy this is considered a Use of Force.
 - Enforce the no smoking policy in all HU's and the areas outside that are no smoking areas
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- **SMOKING IN THE HOUSING UNITS IS PROHIBITED BY POLICY AND BY LAW!** Enforce non-smoking by giving disciplinary and seizing all tobacco products. We should be seeing tickets every day from every shift.

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Please review the following policy requirements and implement them during your work day:

1. When a search is conducted without the inmate present, the staff shall document in the Correctional Service Log, and in the unit search log, the explanation of the inmate's absence.
2. When a bed move is made, search both bunks (exiting & entering) and note it in the Correctional Service Log. This includes CDU.
3. All searches are required by policy to be logged in the UNIT SEARCH LOG. All searches conducted in the HU's are required by policy to be logged in the CSJ with any appropriate information (positive finds, inmate not present) and in the Unit Search Log.
4. Random strip searches of inmates must be authorized by the shift commander. Call them prior to conducting a random strip search.
5. Male staff are required to conduct two random pat searches of inmates per shift on DS and SS. This does not include the pat searches conducted at Set B during chow. All pat searches on the yard must be called in to Yard Control and logged in the YCCSL. All pat searches conducted in the HU's must be called in to the HU Control Officer and logged in the HU CSL.
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7. Strip searches must be conducted as outlined in policy

Expecting and enforcing Pro-Social Behavior-60 day Controlled Movement Plan

1. On 02/09/15 Hualapai Unit will begin operating under 'controlled movement' for a minimum period of 60 days. This is a result of the numerous staff assaults, increasing inmate assaults and groupings that have occurred since this unit became an "open" yard. The actions of the inmate population are the determining factor in resumption of an open yard after 60 days. Staff must make sure that they are efficiently, professionally and fairly conducting movement so that all activities such as chow, recreation, medical appointments, classes, religious services, work activities etc. take place as required and within the time period allotted. In controlled movement, communication between staff is a key factor in keeping it flowing. Additionally, the following items (#2 and #3) are very important in being proactive with the population and truly addressing the "problem inmates".
2. Staff members are responsible for knowing 704 compliance requirements, enforcing all of the standards on a continuous basis and holding inmates accountable for failure to maintain those standards via approved disciplinary procedures. This affects their phase and sanctions them for negative behavior. If you are unsure of requirements, ask your supervisor to print you a copy of the policy so you can reference it. As always, be cautious of surroundings and inmate attitude as you conduct and enforce compliance.
3. **FOCUS FOR HUALAPAI**-Expecting and enforcing policy is one major way to teach and enforce pro-social behavior with inmates. We must all work as one team to do this. Approved disciplinary procedures are a great tool and should always be used with those inmates who consistently ignore rules. Rules such as no smoking in HU's, grooming compliance in all areas, attending assigned classes, turning out and completing work duties are all examples of pro-social behaviors that are expected of inmates in medium custody. We need to enforce these expectations consistently, shift to shift, individual to individual. If we do this, inmates who choose to be anti-social will receive disciplinary, trigger for reclassification and be moved to a higher custody with far less amenities and privileges. Utilizing the tools of disciplinary and classification as a team is a proactive way to manage inmates. There are many inmates here who want all the positive things this unit offers. They look to us to manage consistently and professionally that element of the population who do not value what they have, nor respect staff or other inmates. We the staff manage inmates. We do not leave that responsibility to other inmates.

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INTEL



BRIEFING SHEET

DATE: 04/10/2015

Weapons or Weapons Grade Material recovered

Materials Made Of	Location Found	Time/Date
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Cell Phones/Contraband Recovered

Type of Phone/Contraband	Location Found	Time/Date
Amphetamine	Top of fire alarm Dorm 1 C Pod	04/09/2015 13:40 C/O Gleason
Cell phone battery & charger		04/09/2015 13:05 C/O Mecado
Cell phone adapter & 2 chargers		04/08/2015 09:30 C/O Sixkiller
Cell phone battery	Dorm 3 mop handle	04/08/2015 09:30 C/O Proctor

Staff Assault

Staff Assaulted	Aggressor
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I/M Assaults

Aggressor	Victim
Fight 04/07/2015 17:45	

DAILY INFORMATION

CORRECTIONAL SERVICE LOGS

- Medical CSL-must contain beginning and ending times of sharps counts (dental and medical) and tool inventories
- Medical CSL-must have inventory/accountability of the sharps container
- Medical CSL-must list inmates who are housed in medical
- Effective 03/02/15-CDU floor officers will no longer maintain a CSL. All activities in CDU/Detention will be logged by HU 5/CDU Control
- Kitchen CSL-must list # of inmates in the kitchen after inmates arrive and/or are released for any reason

PROPERTY

When staff take property from an inmate for LOP or contraband, the following steps must be taken:

- Utilize the correct form (909-6dated 5/30/13)
- Fill the form out correctly and completely
- Have the inmate sign the form (necessary for the required 90 day time period).

When inventorying an inmate's property, note on the form if appliances were in working condition or not. If this is not done, inmates may claim that staff broke the appliance during rollup/inventory and we must pay them for the appliance

FIREARMS/CHEMICAL AGENTS - CHECK OUT/RETURN AND EXCHANGE

1. All firearms and equipment issued from the armory shall be logged on an Equipment Issue/Return Log, Form 716-1; this is to include the 5 cans of OC spray Hualapai maintains so they can be issued to any staff who forgot their issued spray.
2. Forms 716-1 will have a physical signature (not computer generated) and all forms will be completed at the time of check out.

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INTEL

DATE

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BRIEFING SHEET

DATE: 04/17/2015

Weapons or Weapons Grade Material recovered

Materials Made Of	Location Found	Time/Date
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Cell Phones/Contraband Recovered

Type of Phone/Contraband	Location Found	Time/Date
Heroin		04/16/2015 21:21 C/O Reeser
Heroin		04/16/2015 11:41 C/O Cook
Heroin & Spice		04/16/2015 00:07 C/O's Smith & McCabe, Sgt. Hawthorne

Staff Assault

Staff Assaulted	Aggressor
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I/M Assaults

Aggressor	Victim

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The following staff consistently displays commitment to their job through their enforcement of policy. They contribute to a safer prison for other staff and for inmates:

Sooter-Morrison-Proctor-Fromang-Rubalcalba-Reeser-Cook-Sixkiller-Johnson-Fisher-Eyer-Bates-Nolting-Smith-Barrios-Juarez-Delgadillo-Andrews-Walker-Walters

INTEL

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BRIEFING SHEET

DATE: 04/29/2015

Weapons or Weapons Grade Material recovered

Materials Made Of	Location Found	Time/Date
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Cell Phones/Contraband Recovered

Type of Phone/Contraband	Location Found	Time/Date
White & Silver LG Smartphone	[REDACTED] cable box	04/27/2015 12:45 C/O's Gleason, Pallotto & LT. King
Cell phone	B Building classroom	04/25/2015 08:20
Black flip cell phone	[REDACTED]	04/25/2015 04:59 C/O Matthew

Staff Assault

Staff Assaulted	Aggressor
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I/M Assaults

Aggressor	Victim
[REDACTED]	[REDACTED]
Fight 04/27/2015 14:12	04/28/2015 16:02

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- Individuals do not have the right to smoke anywhere they "feel" like smoking. This infringes on the rights of others to have a smoke free environment.
- Per policy, inmates are not allowed to bring any food or drink items into the chow halls or remove any food or drink items.
- Per Post Orders, [REDACTED]
- CIU has requested that we start seizing items that are concealing dangerous contraband, as well as the contraband itself. The Mohave County Attorney's Office has asked them to do this to provide better evidence when prosecuting inmates.
For example, if an officer finds a shank hidden in a shirt that was on the inmate's shelf while they were searching, they need to seize the shirt and the shank. Or if an inmate is being strip searched and has drugs concealed in a slit in his boxer shorts; seize the shorts and the drugs. Always get photos when you can.

- **SMOKING IN THE HOUSING UNITS IS PROHIBITED BY POLICY AND BY LAW!** Enforce non-smoking by giving disciplinary and seizing all tobacco products. We should be seeing tickets every day from every shift.
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Searches

Please review the following policy requirements and implement them during your work day:

1. When a search is conducted without the inmate present, the staff shall document in the Correctional Service Log, and in the unit search log, the explanation of the inmate's absence.
2. When a bed move is made, search both bunks (exiting & entering) and note it in the Correctional Service Log. This includes CDU.
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6. All Dayshift and Swing Shift Floor Officer are required to complete two random bed space searches each shift. Graveyard Officers are required to complete common area and vacant bed searches each shift. Bed spaces should be assigned by the Shift Commander at the beginning of the shift. These searches must be placed on the CSL, on a "shakedown" form and in the Unit Search Log.
7. Strip searches must be conducted as outlined in policy

Expecting and enforcing Pro-Social Behavior-60 day Controlled Movement Plan

1. On 02/09/15 Hualapai Unit will begin operating under 'controlled movement' for a minimum period of 60 days. This is a result of the numerous staff assaults, increasing inmate assaults and groupings that have occurred since this unit became an "open" yard. The actions of the inmate population are the determining factor in resumption of an open yard after 60 days. Staff must make sure that they are efficiently, professionally and fairly conducting movement so that all activities such as chow, recreation, medical appointments, classes, religious services, work activities etc. take place as required and within the time period allotted. In controlled movement, communication between staff is a key factor in keeping it flowing. Additionally, the following items (#2 and #3) are very important in being proactive with the population and truly addressing the "problem inmates".
2. Staff members are responsible for knowing 704 compliance requirements, enforcing all of the standards on a continuous basis and holding inmates accountable for failure to maintain those standards via approved disciplinary procedures. This affects their phase and sanctions them for negative behavior. If you are unsure of requirements, ask your supervisor to print you a copy of the policy so you can reference it. As always, be cautious of surroundings and inmate attitude as you conduct and enforce compliance.
3. **FOCUS FOR HUALAPAI**-Expecting and enforcing policy is one major way to teach and enforce pro-social behavior with inmates. We must all work as one team to do this. Approved disciplinary procedures are a great tool and should always be used with those inmates who consistently ignore rules. Rules such as no smoking in HU's, grooming compliance in all areas, attending assigned classes, turning out and completing work duties are all examples of pro-social behaviors that are expected of inmates in medium custody. We need to enforce these expectations consistently, shift to shift, individual to individual. If we do this; inmates who choose to be anti-social will receive disciplinary, trigger for reclassification and be moved to a higher custody with far less amenities and privileges. Utilizing the tools of disciplinary and classification as a team is a proactive way to manage inmates. There are many inmates here who want all the positive things this unit offers. They look to us to manage consistently and professionally that element of the population who do not value what they have, nor respect staff or other inmates. We the staff manage inmates. We do not leave that responsibility to other inmates.

RECOGNIZING EXCELLENCE

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"What, when, where and how officers speak to an offender and the example staff set by their own behaviors, are perhaps the most powerful ingredients in positive offender outcomes."

Always be professional in speech and actions when interacting with inmates. Do not use slang, refer to their race or ethnicity or speak in a demeaning manner when correcting them. Be firm, fair, consistent and above reproach.

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INTEL

BRIEFING SHEET

DATE: 04/23/2015

Weapons or Weapons Grade Material recovered

Materials Made Of	Location Found	Time/Date
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Cell Phones/Contraband Recovered

Type of Phone/Contraband	Location Found	Time/Date
Cell phone		04/22/2015 19:32 C/O's Roukis, Sixkiller & Valcore
Cell phone		04/22/2015 15:45 C/O's Valcore & Sixkiller
Heroin		04/22/2015 09:13 Inst. Landis & C/O Weaver
Spice		04/21/2015 19:45 C/O Valcore
Heroin and Meth		04/21/2015 15:30 C/O Weaver
Spice		04/21/2015 01:06 C/O Zubia
Spice		04/19/2015 15:43 C/O Oswalt & Sgt. Schwartz
Spice		04/19/2015 18:05 C/O's Mecado & Buckley
Spice		04/19/2015 21:38 C/O Cook
Spice		04/19/2015 15:25 C/O's Hurley & Ruokis
Methamphetamine		4/19-2015 18:47 C/O Zubia

Staff Assault

Staff Assaulted	Aggressor
C/O Mecado 04/19/2015 18:05	

I/M Assaults

Aggressor	Victim
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DAILY INFORMATION

2X Bomber Jackets are now in stock and can be picked up this week. Patches need to be sewn on each jacket.

CORRECTIONAL SERVICE LOGS

- Medical CSL-must contain beginning and ending times of sharps counts (dental and medical) and tool inventories
- Medical CSL-must have inventory/accountability of the sharps container
- Medical CSL-must list inmates who are housed in medical
- Effective 03/02/15-CDU floor officers will no longer maintain a CSL. All activities in CDU/Detention will be logged by HU 5/CDU Control
- Kitchen CSL-must list # of inmates in the kitchen after inmates arrive and/or are released for any reason

PROPERTY

When staff take property from an inmate for LOP or contraband, the following steps must be taken:

- Utilize the correct form (909-6dated 5/30/13)
- Fill the form out correctly and completely
- Have the inmate sign the form (necessary for the required 90 day time period)

When inventorying an inmate's property, note on the form if appliances were in working condition or not. If this is not done, inmates may claim that staff broke the appliance during rollup/inventory and we must pay them for the appliance

FIREARMS/CHEMICAL AGENTS - CHECK OUT/RETURN AND EXCHANGE

1. All firearms and equipment issued from the armory shall be logged on an Equipment Issue/Return Log, Form 716-1. This includes the 5 cans of OC spray Hualapai Control maintains so they can be issued to any staff who forgot their issued spray.
2. Forms 716-1 will have a physical signature (not computer generated) and all forms will be completed at the time of check out.

PREA INFORMATION

In order to comply with PREA standard 115.15 (Limits to Cross-Gender Viewing and Searches), We are now required to make the following announcement in the inmate living areas, at the beginning of every shift:

"Be advised that there will be female staff routinely working in and visiting inmate housing areas"

This announcement can be made utilizing a PA system or verbally when a PA system is not available.

SECURITY DEVICES

- ✓ Staff must ensure that any open security device discrepancies that have not been repaired are carried over every shift until the repair is made. The entry must include the IR number, the work request # and a brief description of the broken security device.
- ✓ Before you automatically carry a work order/discrepancy over on your CSL, check to see if it works, has been repaired or is still in open status. If in doubt, contact your Shift Commander.

MEDICAL

If you are assigned to a MH watch, your CSL and Observation Log must mirror each other. Your entries must be at staggered intervals, not every 10 minutes. Insure your observations are immediately made on the Observation Log. You cannot "catch it up" at a later time.

2. Medical staff are to conduct accu-checks in the back of medical adjacent to the lab, NOT at the table by the pharmacy.
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4. Medical staff must lock all doors on cabinets when cabinets are not in use.

USE OF FORCE

All U of F packets must have a statement from each staff member that responded and/or is listed on the U of F form

POST ORDERS

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RECOGNIZING EXCELLENCE

The deadline for submitting nominations for Employee of the Month is Wednesday 4/29. Please take the time to nominate deserving staff.

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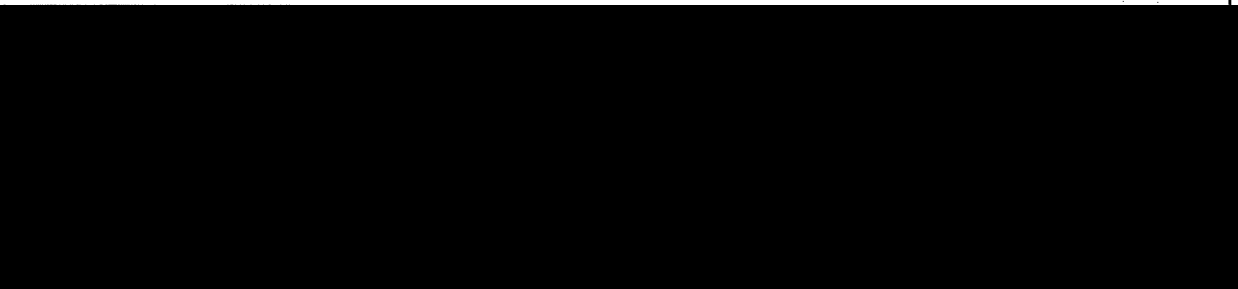
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INTEL



BRIEFING SHEET

DATE: 05/29/2015

Weapons or Weapons Grade Material recovered

Materials Made Of	Location Found	Time/Date
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Cell Phones/Contraband Recovered

Type of Phone/Contraband	Location Found	Time/Date
Syringe		05/27/2015 19:49 C/O Rubalcaba & Quintana.
Spice		5/25/2015 19:56 C/O's Sixkiller & Stevens

Staff Assault

Staff Assaulted	Aggressor
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I/M Assaults

Aggressor	Victim
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DAILY INFORMATION

MEDICAL

1. If you are assigned to a MH watch, your CSL and Observation Log must mirror each other. Your entries must be at staggered intervals, not every 10 minutes. Insure your observations are immediately made on the Observation Log. You cannot "catch it up" at a later time.
2. Medical staff must conduct accu-checks in the back of medical, adjacent to the lab, NOT at the table by the pharmacy.
3. The doors from the medical lobby are not to be locked open, propped open or left unsecure for any reason. The RN's and LPN's all have keys on their key rings to access these doors. They too are responsible for securing all doors after they access them. This includes the pharmacy door.
4. Medical staff must lock all doors on cabinets when cabinets are not in use.

POST ORDERS

- When arriving on post, make sure there are current, signed post orders on that post. Review them and insure you understand and can perform the requirements of that post. If you do not understand or feel you cannot perform them, you must notify the Shift Commander.
- Post Order books contain signature sheets which are to be signed each time you work a new post or monthly if you regularly work that post. They are to be turned in with your paperwork on the last day of the month. If post orders are not in the post order books on each post, advise your shift commander and log it in your CSL. Control Room officers should ask floor officers to check the floor office and advise if Floor Officer Post Orders are present and complete.
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Security

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Enforce this by giving disciplinary and seizing all tobacco products. We should be receiving tickets every day from every shift.

Searches

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RECOGNIZING EXCELLENCE

INTEL

BRIEFING SHEET

DATE: 05/22/2015

Weapons or Weapons Grade Material recovered

Materials Made Of	Location Found	Time/Date
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Cell Phones/Contraband Recovered

Type of Phone/Contraband	Location Found	Time/Date
Cell phone- flushed		05/16/2015 23:30 C/O Rosales

Staff Assault

Staff Assaulted	Aggressor
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I/M Assaults

Aggressor	Victim
	5/21/2015 15:21
Fight 5/18/2015 13:29	unidentified inmate
Unidentified group of inmates 5/15/2015 22:47	

DAILY INFORMATION

Governor Ducey has ordered that flags at all state office buildings be lowered to half-staff from sunrise until sunset Friday, May 22, 2015, in honor of U.S. Marine Corps Lance Corporal Jacob Hug. Lance Corporal Hug, 22, was among five other Marines and two Nepalese soldiers who died on May 12, 2015, after their helicopter crashed in Nepal.

MEDICAL

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INTEL

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BRIEFING SHEET

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Weapons or Weapons Grade Material recovered

Materials Made Of	Location Found	Time/Date
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Cell Phones/Contraband Recovered

Type of Phone/Contraband	Location Found	Time/Date
Spice		05/14/2015 17:59 C/O's Buckley & Valcore

Staff Assault

Staff Assaulted	Aggressor
C/O Kemp & Sgt. Lusk 05/15/2015 00:13	

I/M Assaults

Aggressor	Victim
Fight 05/12/2015 12:31	

DAILY INFORMATION

We are pleased to announce the selection of Frank Shaw as the new Complex Administrator of the Arizona State Prison Complex - Kingman effective June 1, 2015. Frank joined MTC after 31 years of experience in corrections, highlighted by assignments as senior warden at the Hill, Thomson, and Stateville Correctional Centers within the Illinois Department of Corrections. Since joining MTC in 2012, Frank was the first MTC warden at both the East Mississippi and Wilkinson County Correctional Facilities. Please join me in congratulating Frank in his new role as complex administrator.

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Expecting and enforcing Pro-Social Behavior-60 day Controlled Movement Plan

FOCUS FOR HUALAPAI-Expecting and enforcing policy is one major way to teach and enforce pro-social behavior with inmates. We must all work as one team to do this. Approved disciplinary procedures are a great tool and should always be used with those inmates who consistently ignore rules. Rules such as no smoking in HU's, grooming compliance in all areas, attending assigned classes, turning out and completing work duties are all examples of pro-social behaviors that are expected of inmates in medium custody. We need to enforce these expectations consistently, shift to shift, individual to individual. If we do this, inmates who choose to be anti-social will receive disciplinary, trigger for reclassification and be moved to a higher custody with far less amenities and privileges. Utilizing the tools of disciplinary and classification as a team is a proactive way to manage inmates. There are many inmates here who want all the positive things this unit offers. They look to us to manage consistently and professionally that element of the population who do not value what they have, nor respect staff or other inmates. We the staff manage inmates. We do not leave that responsibility to other inmates.

RECOGNIZING EXCELLENCE

BIONIC = Functions as a role model for inmates through professional speech; mature, fair, firm and consistent actions; knowledgeable about policy and procedure which enables one to answer questions honestly and completely; uniform, hair, jewelry, nails etc. are per policy; view their duties here as an opportunity to make a positive difference; believes that offering quality programming, providing positive role modeling and interacting responsibly and professionally with inmates assists them in preparing for re-entry.

- INTEL -

BRIEFING SHEET

DATE: 05/07/2015

Weapons or Weapons Grade Material recovered

Materials Made Of	Location Found	Time/Date
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Cell Phones/Contraband Recovered

Type of Phone/Contraband	Location Found	Time/Date
Black Samsung phone & charger		05/03/2015 19:22 target search

Staff Assault

Staff Assaulted	Aggressor
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I/M Assaults

Aggressor	Victim
Fight- 05/06/2015 08:38	

DAILY INFORMATION

CORRECTIONAL SERVICE LOGS

- Medical CSL-must contain beginning and ending times of sharps counts (dental and medical) and tool inventories
- Medical CSL-must have inventory/accountability of the sharps container
- Medical CSL-must list inmates who are housed in medical
- Effective 03/02/15-CDU floor officers will no longer maintain a CSL. All activities in CDU/Detention will be logged by HU 5/CDU Control
- Kitchen CSL-must list # of inmates in the kitchen after inmates arrive and/or are released for any reason

PROPERTY

When staff take property from an inmate for LOP or contraband, the following steps must be taken:

- Utilize the correct form (909-6dated 5/30/13)
- Fill the form out correctly and completely
- Have the inmate sign the form (necessary for the required 90 day time period)

When inventorying an inmate's property, note on the form if appliances were in working condition or not. If this is not done, inmates may claim that staff broke the appliance during rollup/inventory and we must pay them for the appliance

FIREARMS/CHEMICAL AGENTS - CHECK OUT/RETURN AND EXCHANGE

1. All firearms and equipment issued from the armory shall be logged on an Equipment Issue/Return Log, Form 716-1. This includes the 5 cans of OC spray Hualapai Control maintains so they can be issued to any staff who forgot their issued spray.
2. Forms 716-1 will have a physical signature (not computer generated) and all forms will be completed at the time of check out.

PREA INFORMATION

In order to comply with PREA standard 115.15 (Limits to Cross-Gender Viewing and Searches), We are now required to make the following announcement in the inmate living areas, at the beginning of every shift:
"Be advised that there will be female staff routinely working in and visiting inmate housing areas"
 This announcement can be made utilizing a PA system or verbally when a PA system is not available.

SECURITY DEVICES

- ✓ Staff must ensure that any open security device discrepancies that have not been repaired are carried over every shift until the repair is made. The entry must include the IR number, the work request # and a brief description of the broken security device.
- ✓ Before you automatically carry a work order/discrepancy over on your CSL, check to see if it works, has been repaired or is still in open status. If in doubt, contact your Shift Commander.

MEDICAL

1. If you are assigned to a MH watch, your CSL and Observation Log must mirror each other. Your entries must be at staggered intervals, not every 10 minutes. Insure your observations are immediately made on the Observation Log. You cannot "catch it up" at a later time.
2. Medical staff are to conduct accu-checks in the back of medical adjacent to the lab, NOT at the table by the pharmacy.
3. The doors from the medical lobby are not to be locked open, propped open or left unsecure for any reason. The RN's and LPN's all have keys on their key rings to access these doors. They too are responsible for securing all doors after they access them. This includes the pharmacy door.
4. Medical staff must lock all doors on cabinets when cabinets are not in use.

USE OF FORCE

All U of F packets must have a statement from each staff member that responded and/or is listed on the U of F form

POST ORDERS

- When arriving on post, make sure there are current, signed post orders on that post. Review them and insure you understand and can perform the requirements of that post. If you do not understand or feel you cannot perform them you must notify the Shift Commander.
- Post Order books contain signature sheets which are to be signed each time you work a new post or monthly if you regularly work that post. They are to be turned in with your paperwork on the last day of the month. If post orders are not in the post order books on each post, advise your shift commander and log it in your CSL. Control Room officers should ask floor officers to check the floor office and advise if Floor Officer Post Orders are present and complete.
- Post Orders are your guideline for your post duties. It is your responsibility to read them and carry out your duties.

Security

- When staff finds and removes any kind of weapons grade material, it must be documented on an information report. Example: a bulletin board in the horseshoe had broken pieces of plexi-glass removed but....no IR was written so it was assumed that inmates had the pieces. This resulted in unnecessary searches and concern by all.
- When conducting pat searches in the housing units, do not cuff the inmate as "standard operating procedure". By policy this is considered a Use of Force.
- Individuals do not have the right to smoke anywhere they "feel" like smoking. This infringes on the rights of others to have a smoke free environment.
- Per policy, inmates are not allowed to bring any food or drink items into the chow halls or remove any food or drink items.
- Per Post Orders [REDACTED]
- CIU has requested that we start seizing items that are concealing dangerous contraband, as well as the contraband itself. The Mohave County Attorney's Office has asked them to do this to provide better evidence when prosecuting inmates.
- For example, if an officer finds a shank hidden in a shirt that was on the inmate's shelf while they were searching, they need to seize the shirt and the shank. Or if an inmate is being strip searched and has drugs concealed in a slit in his boxer shorts; seize the shorts and the drugs. Always get photos when you can.
- **SMOKING IN THE HOUSING UNITS IS PROHIBITED BY POLICY AND BY LAW!** Enforce non-smoking by giving disciplinary and seizing all tobacco products. We should be seeing tickets every day from every shift. Individuals do not have the right to smoke anywhere they "feel" like smoking. This infringes on the rights of others to have a smoke free environment.

Searches

Please review the following policy requirements and implement them during your work day:

1. When a search is conducted without the inmate present, the staff shall document in the Correctional Service Log, and the unit search log, the explanation of the inmate's absence.
2. When a bed move is made, search both bunks (exiting & entering) and note it in the Correctional Service Log. This includes CDU.
3. All searches are required by policy to be logged in the UNIT SEARCH LOG. All searches conducted in the HU's are required by policy to be logged in the CSJ with any appropriate information (positive finds, inmate not present) and in the Unit Search Log.
4. Random strip searches of inmates must be authorized by the shift commander. Call them prior to conducting a random strip search.
5. Male staff are required to conduct two random pat searches of inmates per shift on DS and SS. This does not include the pat searches conducted at Set B during chow. All pat searches on the yard must be called in to Yard Control and logged in the YCCSL. All pat searches conducted in the HU's must be called in to the HU Control Officer and logged in the HU CSL.
6. All Dayshift and Swing Shift Floor Officer are required to complete two random bed space searches each shift. Graveyard Officers are required to complete common area and vacant bed searches each shift. Bed spaces should be assigned by the Shift Commander at the beginning of the shift. These searches must be placed on the CSL, on a "shakedown" form and in the Unit Search Log.
7. Strip searches must be conducted as outlined in policy

Expecting and enforcing Pro-Social Behavior-60 day Controlled Movement Plan

1. On 02/09/15 Hualapai Unit will begin operating under 'controlled movement' for a minimum period of 60 days. This is a result of the numerous staff assaults, increasing inmate assaults and groupings that have occurred since this unit became an "open" yard. The actions of the inmate population are the determining factor in resumption of an open yard after 60 days. Staff must make sure that they are efficiently, professionally and fairly conducting movement so that all activities such as chow, recreation, medical appointments, classes, religious services, work activities etc. take place as required and within the time period allotted. In controlled movement, communication between staff is a key factor in keeping it flowing. Additionally, the following items (#2 and #3) are very important in being proactive with the population and truly addressing the "problem inmates".
2. Staff members are responsible for knowing 704 compliance requirements, enforcing all of the standards on a continuous basis and holding inmates accountable for failure to maintain those standards via approved disciplinary procedures. This affects their phase and sanctions them for negative behavior. If you are unsure of requirements, ask your supervisor to print you a copy of the policy so you can reference it. As always, be cautious of surroundings and inmate attitude as you conduct and enforce compliance.
3. FOCUS FOR HUALAPAI-Expecting and enforcing policy is one major way to teach and enforce pro-social behavior with inmates. We must all work as one team to do this. Approved disciplinary procedures are a great tool and should always be used with those inmates who consistently ignore rules. Rules such as no smoking in HU's, grooming compliance in all areas, attending assigned classes, turning out and completing work duties are all examples of pro-social behaviors that are expected of inmates in medium custody. We need to enforce these expectations consistently, shift to shift, individual to individual. If we do this, inmates who choose to be anti-social will receive disciplinary, trigger for reclassification and be moved to a higher custody with far less amenities and privileges. Utilizing the tools of disciplinary and classification as a team is a proactive way to manage inmates. There are many inmates here who want all the positive things this unit offers. They look to us to manage consistently and professionally that element of the population who do not value what they have, nor respect staff or other inmates. We the staff manage inmates. We do not leave that responsibility to other inmates.

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"What, when, where and how officers speak to an offender and the example staff set by their own behaviors, are

perhaps the most powerful ingredients in positive offender outcomes."

Always be professional in speech and actions when interacting with inmates. Do not use slang, refer to their race or ethnicity or speak in a demeaning manner when correcting them. Be firm, fair, consistent and above reproach.

The following staff consistently displays commitment to their job through their enforcement of policy. They contribute to a safer prison for other staff and for inmates:

Sooter-Morrison-Proctor-Fromang-Rubalcaba-Reeser-Cook-Sixkiller-Johnson-Fisher-Eyer-Bates-Nolting-Smith-Barrios-Juarez-Delgadillo-Andrews-Walker-Walters

INTEL



I wanted to say thank you to all the staff here at Hualapai Unit. You work hard and keep this prison unit operating in a safe and secure way. Shahna Fredrick will be the Warden and Federico Ovalle will be the ADW. Please support them in their new assignments. I will be at Complex as interim Complex Administrator. My door is always open.

Warden Rider

BRIEFING SHEET

DATE: 06/24/2015

Weapons or Weapons Grade Material recovered

Materials Made Of	Location Found	Time/Date
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Cell Phones/Contraband Recovered

Type of Phone/Contraband	Location Found	Time/Date
Cell phone		06/20/2015 09:52 C/O Morrison
Spice		06/19/2015 18:44 C/O Reeser

Staff Assault

Staff Assaulted	Aggressor
C/Os Morrison & Snyder 06/20/2015 09:52	

I/M Assaults

Aggressor	Victim
Fight- 06/23/2015 14:39	
Fight- 06/21/2015 09:48	

DAILY INFORMATION

Please familiarize yourselves with the attached Safety Bulletin concerning Officer Safety and Fentanyl.

Come join us for a summer BBQ and Meet and Greet our new Complex Administrator on Friday July 24, 2015 in the Complex parking lot From 0600-1430.

If you know in advance that you will need a company vehicle contact Safety Wolff by email or phone as soon as possible so I she can reserve a vehicle for you. If not, call Safety Wolff or Hualapai Control before coming to pick up a vehicle to insure that the vehicle that you need is available, (example: Inmate transport/ caged vehicle or a truck for supplies). Calling in advance also gives time to swap vehicles to try and accommodate the facility needs.

POST ORDERS

- When arriving on post, make sure there are current, signed post orders on that post. Review them and insure you understand and can perform the requirements of that post. If you do not understand or feel you cannot perform them, you must notify the Shift Commander.
- Post Order books contain signature sheets which are to be signed each time you work a new post or monthly if you regularly work that post. They are to be turned in with your paperwork on the last day of the month. If post orders are not in the post order books on each post, advise your shift commander and log it in your CSL. Control Room officers should ask floor officers to check the floor office and advise if Floor Officer Post Orders are present and complete.
- Post Orders are your guideline for your post duties. It is your responsibility to read them and carry out your duties.

Security

SMOKING IN THE HOUSING UNITS IS PROHIBITED BY POLICY AND BY LAW!

Enforce this by giving disciplinary and seizing all tobacco products. We should be receiving tickets every day from every shift.

Searches

Please review the following policy requirements and implement them during your work day:

1. When a search is conducted without the inmate present, the staff shall document in the Correctional Service Log, and in the unit search log, the explanation of the inmate's absence.
2. When a bed move is made, search both bunks (exiting & entering) and note it in the Correctional Service Log. This includes CDU.
3. All searches are required by policy to be logged in the UNIT SEARCH LOG. All searches conducted in the HU's are required by policy to be logged in the CSI with any appropriate information (positive finds, inmate not present) and in the Unit Search Log.
4. Random strip searches of inmates must be authorized by the shift commander. Call them prior to conducting a random strip search.
5. Male staff is required to conduct two random pat searches of inmates per shift on DS and SS. This does not include the pat searches conducted at Set B during chow. All pat searches on the yard must be called in to Yard Control and logged in the YCCSL. All pat searches conducted in the HU's must be called in to the HU Control Officer and logged in the HU CSL.
6. All Dayshift and Swing Shift Floor Officer are required to complete two random bed space searches each shift. Graveyard Officers are required to complete common area and vacant bed searches each shift. Bed spaces should be assigned by the Shift Commander at the beginning of the shift. These searches must be placed on the CSL, on a search form and in the Unit Search Log.
7. Strip searches must be conducted as outlined in policy

RECOGNIZING EXCELLENCE

Reminder; the deadline for submitting nominations for Employee of the Month is Tuesday 6/30/15.

PREA Audit: Hualapai had outstanding ratings by Mr. Jack Falconer, the PREA auditor. He stated the staff are educated, engaged and aware of PREA requirements and articulate in describing the process. He was impressed by the sanitation and operations of the entire unit. He said that the Hualapai kitchen was the cleanest kitchen he had seen in any state facility. Thank you to all staff for the difficult work you perform each day, with a challenging population and a vacancy rate that demands a lot of overtime from all of you. You are valued and appreciated.

BRIEFING SHEET

DATE: 06/08/2015

Weapons or Weapons Grade Material recovered

Materials Made Of	Location Found	Time/Date
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Cell Phones/Contraband Recovered

Type of Phone/Contraband	Location Found	Time/Date
Heroin		06/06/2015 19:12 C/O Buckley
Spice		06/06/2015 19:12 C/O Sixkiller
Spice		06/05/2015 09:43 C/O Weaver
Spice		06/04/2015 07:00 C/O Rubalcaba
Spice		06/04/2015 08:15 C/O Rubalcaba

Staff Assault

Staff Assaulted	Aggressor
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I/M Assaults

Aggressor	Victim
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DAILY INFORMATION

The Overtime Incentive Program Continues and no tickets are required anymore. Your current ticket count will be converted to the same value, but just in points. 1 Point per every 4 hour overtime shift you work.

- 20 Points = \$20 Wal-Mart gift card
- 50 Points = \$50 Wal-Mart gift card
- 75 Points = \$75 Wal-Mart gift card
- 100 Points = \$100 Wal-Mart gift card

An employee purchase website has been developed that will allow our officers to purchase boots and some uniform components from Bob Barker using their own personal funds. Using this website will allow them to purchase these products with their own money but at MTC's contracted price. The attached PDF gives the officers instructions on setting up their own account on the site. We are also trying to stress to the offices that any purchases must fall within your facility's uniform guidelines. For company-paid uniform purchases, these would still be made through your facility buyer/business manager using the normal Bob Barker website. We hoping our officers are able to take advantage of this site and save money on their boot purchases.

POST ORDERS

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RECOGNIZING EXCELLENCE

Reminder; the deadline for submitting nominations for Employee of the Month is Tuesday 6/30/15.

BRIEFING SHEET

DATE: 07/01/2015

Weapons or Weapons Grade Material recovered

Materials Made Of	Location Found	Time/Date
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Cell Phones/Contraband Recovered

Type of Phone/Contraband	Location Found	Time/Date
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Staff Assault

Staff Assaulted	Aggressor
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I/M Assaults

Aggressor	Victim
Fight- 06/29/2015 02:30	
Fight 06-27-2015 01:06	

DAILY INFORMATION

We are accepting memos for anyone interested in being a K-9 handler for Arizona State Prison Complex Kingman. If you are interested please submit your memo of interest, any qualifications you may have and why you would be a good fit for this program, to Human Resources no later than July 10th.

Come join us for a summer BBQ and Meet and Greet our new Complex Administrator on Friday July 24, 2015 in the Complex parking lot From 0600-1430.

POST ORDERS

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Security

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Enforce this by giving disciplinary and seizing all tobacco products. We should be receiving tickets every day from every shift.

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7. Strip searches must be conducted as outlined in policy

GAR

1. Inmate Regulations – D. O. 704 #4 Do staff ensure inmate housing units are kept clean and free of un-authorized material?

Notes: No. Hobby craft, clotheslines (2D17), excessive storage boxes and gym shoes, recreation equipment, i.e weight balls, basketballs (2D19), baseball mitts and a softball (3D11), smoking, and vacant bunks being used to dry clothing by hanging them on locker doors, the bunk, and on shelves, were observed throughout the dorms. Also observed religious material not being used IAW policy. 2D18's prayer rug is being used as a tablecloth underneath his TV.

2. Inmate Regulations – D. O. 704 #1 Are staff ensuring inmates are in compliance with hair styles, and facial hair?

Notes: No. During tours conducted throughout the month of June, I observed the facial hair of several inmates not being in compliance. Unauthorized facial hairstyles from goatees, to soul patches, to chin puffs were observed. Inmates were unshaved, and mustaches and sideburns were either too long or not trimmed. The inmates who facial hair I observed as being out of compliance were turning out to rec, class, work and chow.

RECOGNIZING EXCELLENCE

CBOD Tara Diaz toured Hualapai Unit on 6/25/15. She was impressed with the professionalism of the staff and the positive inmate morale. She was happy to see a noticeable improvement in unit sanitation. She would like to see an improvement with inmates wearing shirts in the dorms and identification cards on the yard.

**ARIZONA DEPARTMENT OF CORRECTIONS
ARIZONA STATE PRISON COMPLEX-LEWIS
CRIMINAL INVESTIGATIONS UNIT**

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